2016
TERMINAL AGENCY COORDINATOR HOW-TO-GUIDE

Getting started as a TAC…

- Basic information regarding the Primary TAC must be entered into KACIS and OpenFox by KBI staff prior to the TAC being able to access KACIS, or Configurator & Archive/Retrieval in OpenFox.

- KHP must be notified within 5 working days of an agency head change and within 3 days of a change in TAC designation.

- The Agency Contact form must be completed, in its entirety, and faxed to the KHP CJIS Unit in Topeka to change a TAC, LASO or Agency Head designation.

KCJIS AGENCY CONTACT FORM

Complete each section of the form that applies to your agency, by including ALL current TAC, LASO and Agency Head assignment information each time you submit this form. This information should reflect the information listed in KACIS and NexTest.

AGENCY NAME: _____ ORI: _____

TAC #1	Name: _____	User ID: _____
	Phone: _____	Fax : _____
	E-mail: _____	
	Remove: _____	User ID: _____
TAC #2	Name: _____	User ID: _____
	Phone: _____	Fax : _____
	E-mail: _____	
	Remove: _____	User ID: _____
TAC #3	Name: _____	User ID: _____
	Phone: _____	Fax : _____
	E-mail: _____	
	Remove: _____	User ID: _____
AGENCY HEAD	Name: _____	User ID: _____
	Title: _____	
	Phone: _____	Fax : _____
	E-mail: _____	
	Remove: _____	User ID: _____
LASO	Name: _____	User ID: _____
	Phone: _____	Fax : _____
	E-mail: _____	
	Remove: _____	User ID: _____

Note: This form must be signed by an authorized person (either an already-existing TAC, or an already-existing agency head)
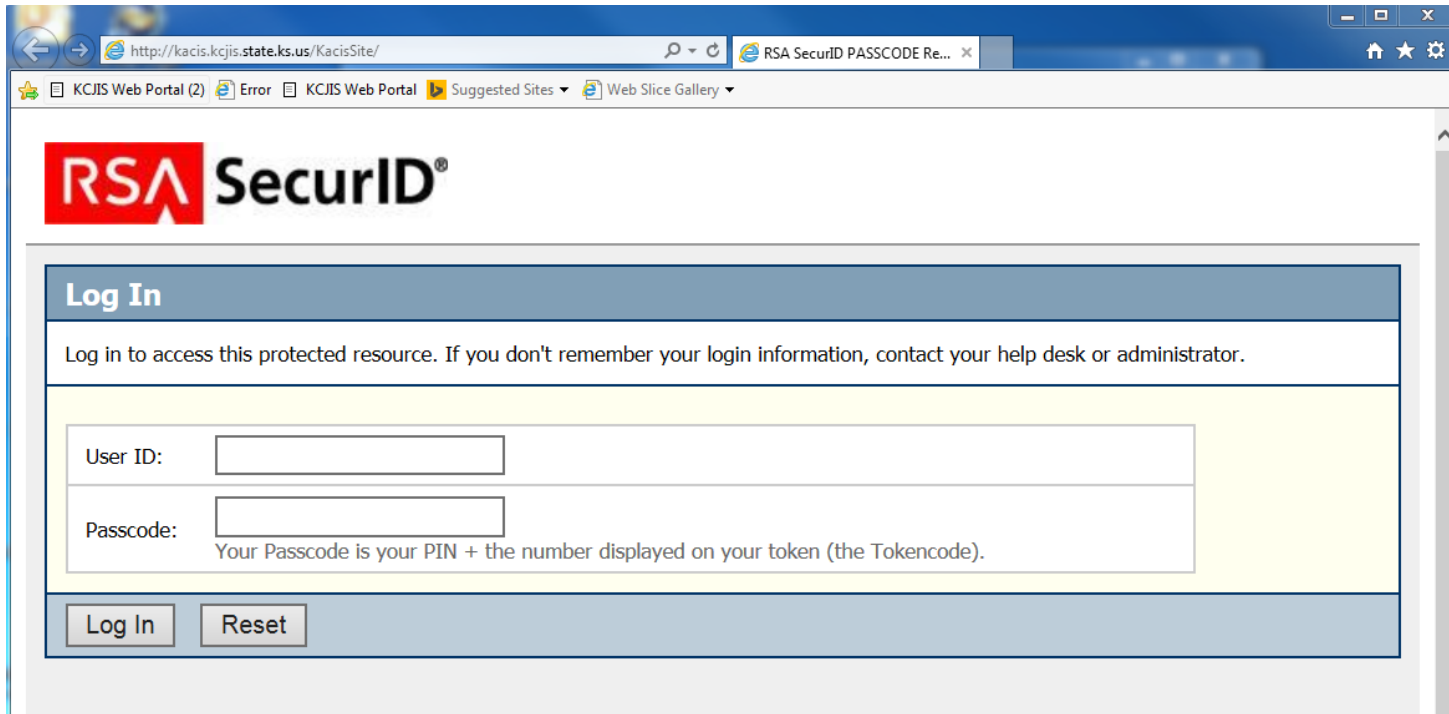
Authorizing Signature: _____ Date: _____

KCJIS188   Fax to: 785-296-0958   Revised 03/01/2014

- The Agency Contact form is found on the KHP CJIS Launch Pad: https://cjisaudit.khp.ks.gov/launchpad. On the website, click on "CJIS Documents" then click on "Forms".

- Print the document, complete all fields as relating to your agency (TAC, LASO, Agency Head), and fax to the number at the bottom of the form.

- Note: The Agency Head or LASO information will not appear in KACIS unless he/she is issued a UserID.

- As the primary TAC, you are required to maintain your agency's terminals and KCJIS user data in the KCJIS Kansas Customer Information System (KACIS) and the OpenFox Configurator.

- A TAC will assign authorizations to grant the <u>individual user(s)</u> access to a group of message keys in OpenFox Configurator referred to as a "Security Role".

- To manage the message keys ("Security Role") designated for access via a <u>specific terminal</u> within your agency a TAC must contact the KBI Helpdesk.

KACIS LOG ON

Enter new users and assigning a UserID…

Log into : http://kacis.kcjis.state.ks.us/KacisSite/

Log in using your UserID and Passcode
(PIN followed by token number).

UNDER "USER ADMIN" SELECT "CREATE NEW"
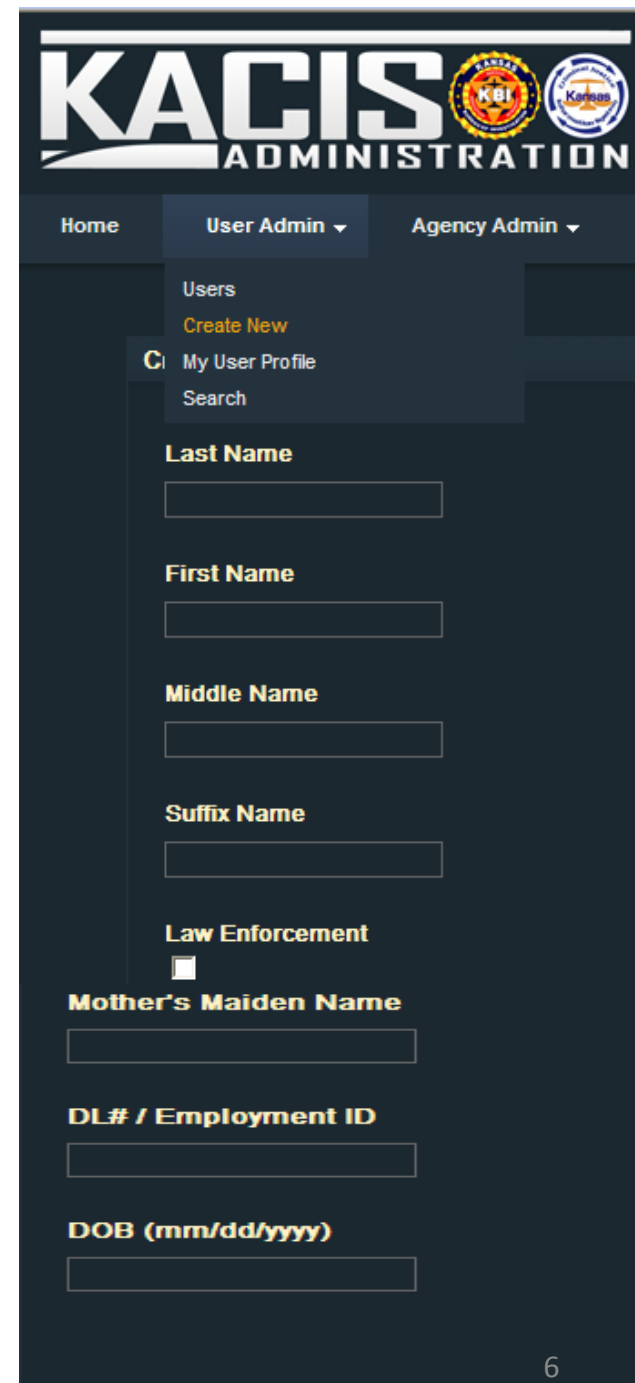
Complete the text fields beginning with your agency's ORI followed by the new user's identifying information.

Check the "Law Enforcement" box **only** if the new user is a sworn LEO (Law Enforcement Officer).

Click the "Create" button at the bottom of the screen.

Create | Cancel

KACIS ADMINISTRATION

Home | User Admin ▾ | Agency Admin ▾

Users
Create New
My User Profile
Search

Last Name

First Name

Middle Name

Suffix Name

Law Enforcement
☐

Mother's Maiden Name

DL# / Employment ID

DOB (mm/dd/yyyy)

DUPLICATE USER ID'S

The KACIS application has the ability to prevent duplicate UserIDs from being created. If information submitted for a "new" user matches an existing record, the TAC will be presented with an option to select the existing user record or to "create new person".

If the new user at your agency is in fact the person already named in KACIS (user has left one agency for another, or perhaps will be working for more than one agency simultaneously), then select the existing user account as opposed to "Create New Person".

If the person information submitted does not match an existing record, KACIS will proceed directly to this screen.

Create User

Choose Agency and Shortcut Code

KSKHP0300 KANSAS HIGHWAY PATROL TROOP D - KANHP

Continue

Click "Continue."

Take note of the auto-generated KCJIS UserID for future reference.

Check the "Active" box if/when you are prepared to activate this new user account.

Most KCJIS users will be designated as "Unassigned Role" under the KACIS Application Role. (TAC is also available for primary and alternate TAC's).

Enter a "Hire Date":
This can be a date in the future.

Scroll down the page to review the…

- Name,
- DOB,
- DL Number,
- LEO status and…
- Mother's Maiden Name.

Person Information

Name	JOHNNY JOHN JOHNSON
DOB	12/25/1986
DL Num	K00000000
Law Enforcement	❌
Mother's Maiden Name	SMITH

Continuing down the page…

Determine whether the agency's default address is appropriate to assign to the specific user.

Assign	Address	Suite	City	State/Province	ZIP	County	PO Box	Type
☑	122 SW 7TH ST		TOPEKA	KANSAS	66603-3847	Shawnee	0	Agency

User - Agency Addresses
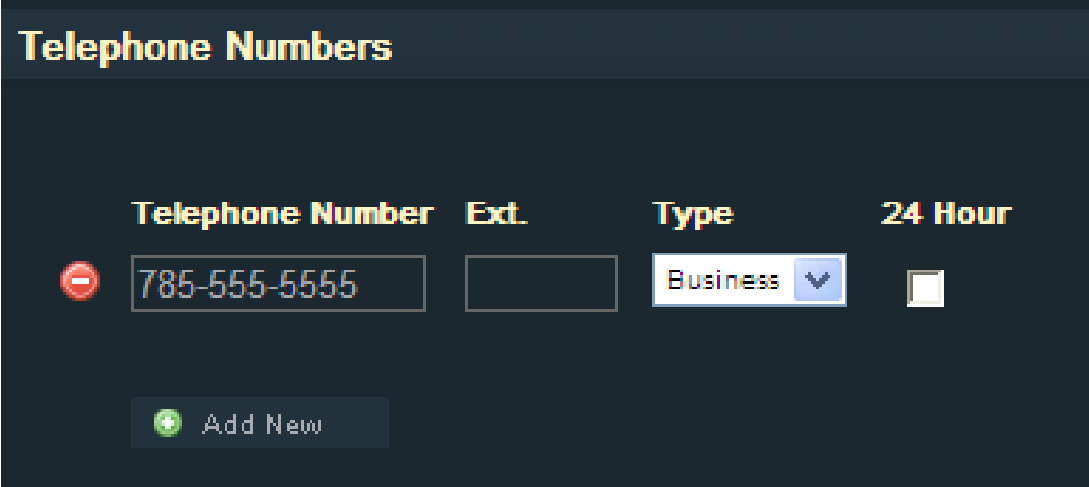
If this user accesses multiple buildings within your agency, select the address where this user will have the most access (their home office).

Only one address may be selected per UserID.

If a specific address is not available for the user, you may use a general address associated with your agency.

Next on the page…

is the option for adding telephone numbers associated with the user.

Click the "Add New" button to add a phone number.

Populate the telephone number text box and indicate the type of phone.

Indicate if this phone number has a 24 hour availability.
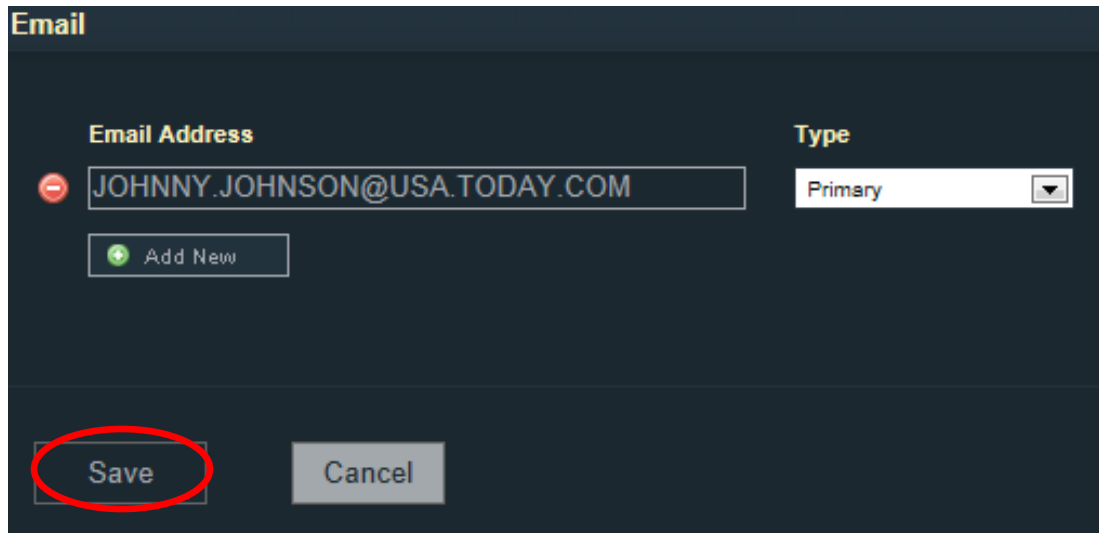
Repeat for any additional phone line(s).

The final option on the page is...

to add E-mail addresses for the user.

Enter an E-mail address and indicate "Primary" or "Secondary".

Click "Add New" to note additional E-mail addresses.

Click "Save" at the bottom of the page to save all data entered on the Person Information page.

KACIS ADMINISTRATION

Home   User Admin ▾   Agency Admin ▾   Agreement Admin ▾

On the page that appears next, verify all data is accurate.

User Listing | Edit | Deactivate

View User Information

KANHPJJ1

Active	✓
Agency	KSKHPQ000
KACIS Application Role	Unassigned Role
Agency Roles	KCJIS User
Name	JOHNNY JOHN JOHNSON
	Edit Person Info
	Suspend/Revoke
DOB	12/25/1986
DL# / Employment ID	K00000000
Law Enforcement	✗
Mother's Maiden Name	SMITH

Click "Edit" to complete any needed modifications.

Continue to the bottom of the page.

14

AGENCY ROLES
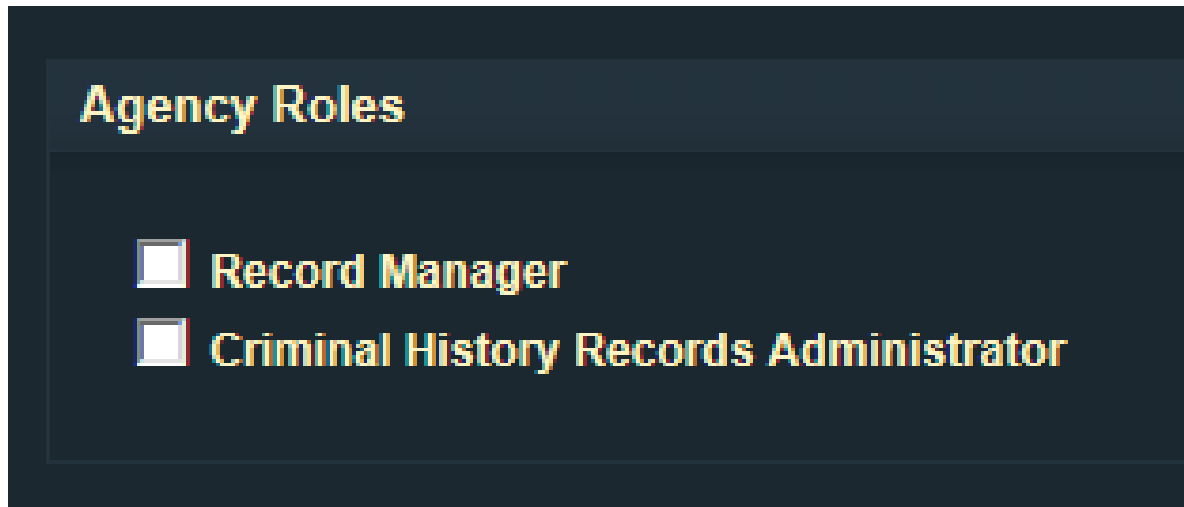
Record Manager: Indicates the contact for the Records Department within your agency. No other background functionality.

Criminal History Records Admin: Will grant access to e-dispositions. Because e-disposition is accessible via KCJIS Web Portal, the user must have both e-disposition and KCJIS Web Portal before gaining access.

AUTHORIZED APPLICATIONS

Authorized Applications

☑ Central Message Switch - <u>Manage</u>
☑ KCJIS Portal - <u>Manage</u>
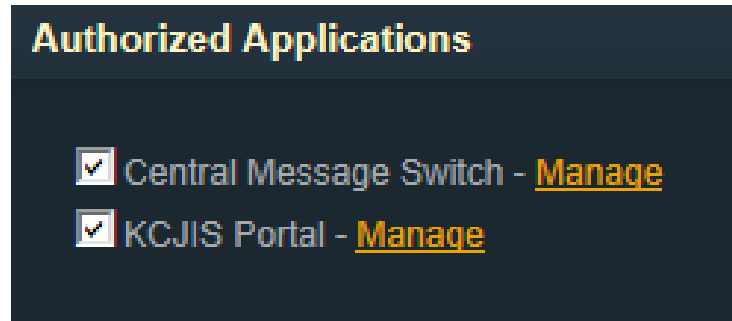
The user **<u>MUST</u>** have the box checked by "Central Message Switch" to have access to the switch via the OpenFox application (immediate access).

The user **<u>MUST</u>** have the box checked by "KCJIS Portal" to have access to the switch via the KCJIS Portal application (top of the hour access).

The concept is that KACIS will eventually serve as a "hub" for any number of criminal justice related applications. Only the one KCJIS user account will be needed to which access to various applications may be granted as deemed appropriate for a given user.

Save | <u>Cancel</u>

Click "Save"

ASSIGNING TOKENS

Log into the KCJIS Web Portal:
https://kcjis.ks.gov

Select the KCJIS Portal application to assign a token to a user.

A token is needed to access the Web Portal and Open Fox

On the KCJIS Main Page…

Click on "Access Requests and TAC Info, and…

..then select -
"*Token Request Form*"

Use this form to issue, transfer or delete tokens as well as reporting broken, lost or stolen tokens.

KCJIS Help Desk

Search Your Agency's Token Activity

Agency	KSKHPH000	Shortcut:	KANHP		TAC:	Patricia King

Action: New User

Describ
- Please choose an action.
- Broken - Report broken token and assign user to a different token permanently.
- Delete - Delete user listed on line A.
- Lost/Stolen
- New User
- Transfer - Transfer a token from user on line A to the user on line B

A - Token #		Full Name:		User ID:	
B - Token #		Full Name:		User ID:	

(1.) You must select an "Action" from the drop-down box.

(2.) Provide the token's serial number, the user's name and UserID in line *A.*

20

The bottom half of the "Token Activity" form must be completed for all "new users".

If you are a new user, complete the application information below. Incomplete applications may be returned.

First Name: [ ]

Last Name: [ ]

Middle Initial: [ ]

Drivers License: [ ]

Drivers License State: [Choose a State ▾]

User ID: [ ] Example: SNXCCABC

Mother's Maiden Name: [ ]

Birth Date: [ ] Example: MM/DD/YYYY

Employment Date: [ ] Example: MM/DD/YYYY

[Submit] [Reset]

Once the appropriate fields are completed, click submit to transmit the form to the KBI Help Desk.

Changing token assignments…

KCJIS Help Desk

Search Your Agency's Token Activity

| Agency | KSKHPH000 | Shortcut: | KANHP | | TAC: | Patricia King |

Action: New User

Describ: Please choose an action.
Broken - Report broken token and assign user to a different token permanently.
"Stolen" Delete - Delete user listed on line A.
Lost/Stolen
New User
Transfer - Transfer a token from user on line A to the user on line B

| **A** - Token # | | Full Name: | | User ID: | |
| **B** - Token # | | Full Name: | | User ID: | |

"Transfer" is to be selected in the event a token is being taken from one user and directly <u>transferred to another</u>.

In this scenario, place the name and User ID of the prior user in line *A* and the identifiers of the intended new user in line *B* with the serial number of the token being transferred included on both lines.

KCJIS Help Desk

Search Your Agency's Token Activity

Agency	KSKHPH000	Shortcut:	KANHP	TAC:	Patricia King

Action: New User

Describ | Please choose an action.
Broken - Report broken token and assign user to a different token permanently.
"Stolen" Delete - Delete user listed on line A.
Lost/Stolen
New User
Transfer - Transfer a token from user on line A to the user on line B

A - Token #		Full Name:		User ID:	
B - Token #		Full Name:		User ID:	

"Transfer" is the action to be selected when a new token is being assigned to an active user to replace an <u>expiring token</u>.

In this scenario, place the name and User ID of the user in both lines *A* and *B* with the serial number of the old (expiring) token noted on line *A* and the number of the new (replacement) token on line *B*.

KCJIS Help Desk

Search Your Agency's Token Activity

Agency KSKHPH000	Shortcut: KANHP	TAC: Patricia King

Action: New User

Describe Please choose an action.
Broken - Report broken token and assign user to a different token permanently.
"Stolen" Delete - Delete user listed on line A
Lost/Stolen
New User
Transfer - Transfer a token from user on line A to the user on line B

A - Token #	Full Name:	User ID:
B - Token #	Full Name:	User ID:

"Broken" is the action to be selected when a token is being reported <u>broken and a replacement</u> token is being assigned.

In this scenario, place the name and User ID of the user in both lines *A* and *B* with the serial number of the old (broken) token noted on line *A* and the number of the new (replacement) token on line *B*.

Remember to describe how the token came to be broken and what date it happened.

Describe problem if action is "Broken", "Lost", or

"Stolen"

Search Your Agency's Token Activity

| Agency | KSKHPH000 | | Shortcut: | KANHP | | | | TAC: | Patricia King | |

Action: New User

Describ | Please choose an action.

Broken - Report broken token and assign user to a different token permanently.

"Stolen" | Delete - Delete user listed on line A

Lost/Stolen

New User

Transfer - Transfer a token from user on line A to the user on line B

| | A - Token # | | Full Name: | | User ID: | |
| | B - Token # | | Full Name: | | User ID: | |

"Lost/Stolen" is the action to be selected when a token is being reported <u>missing and a replacement</u> token is being assigned.

In this scenario, place the name and User ID of the user in both lines *A* and *B* with the serial number of the old (missing) token noted on line *A* and the number of the new (replacement) token on line *B*.

Remember to describe (in detail) how the token came to be missing and what date it happened.

Describe problem if action is "Broken", "Lost", or

"Stolen"

- The "clock" is already running for the new tokens when they are received by the agency. There is no value in waiting for the old tokens to draw nearer their expiration date(s) before issuing the replacements.

- Issue the replacement tokens as soon as reasonable or convenient to do so and instruct the user(s) to log in to either OpenFox or the secure KCJIS website with their new token as soon as possible (generally beginning on the day following the submission of the *Token Activity* form to the KBI).

- The user's pre-existing PIN selection will work with the new token and the first log in with the new token will cause the message switch to deactivate the old token as the new token is activated.

- In no case should the old token ever be allowed to expire prior to assigning, and activating, the new replacement token.

Note: Do not dispose of any token while it is still functioning! After that time, expired and otherwise non-functioning tokens have no value and may be disposed of at the agency's discretion.

SELECTING A PIN TO USE WITH THE TOKEN

The Token Activity form must be processed by the KBI (normally during the night shift) before the following steps can be performed:

- The user will open the KCJIS website: https://kcjis.ks.gov .

- Enter their KACIS-assigned UserID (i.e. KANHPSJS).

- In the Passcode box enter <u>only</u> the number currently displayed on the front of the token.

- Click "Send".

SELECTING A PIN TO USE WITH THE TOKEN

- A "New PIN" page should be displayed.

- User has the option of choosing his/her own PIN or having a system generated PIN created.

    (It is recommended the user choose his/her own PIN)

- A PIN must be 6 to 8 numeric digits only.

- The user shall enter the PIN selected, press "Tab" and enter the PIN again to confirm.

SELECTING A PIN TO USE WITH THE TOKEN

- The user must try again if any of the following are displayed:

  - PIN and confirmation do not match
  - PIN must be 6-8 digits
  - New PIN rejected

- After successfully setting up the new PIN, a web page appears to test the new PIN.

- The user will type his/her UserID in the Username box.

- In the Passcode box, the user types their PIN followed by the number currently being displayed on their token.

SELECTING A PIN TO USE WITH THE TOKEN

- Click "Log-In".

- A SecurID passcode page will appear requiring the user to again enter his/her KCJIS UserID and Passcode.

- **Ensure the number on the token has changed before proceeding.**

- If the user receives "Access Denied" they may have typed the UserID and/or Passcode incorrectly. Try again. If the user again receives "Access Denied," contact the KBI Helpdesk.

- Once these steps are successfully completed, the UserID is confirmed, the PIN is established and the number sequence running on the token is synchronized with the message switch.

NAME CHANGES AND RE-HIRED EMPLOYEES

If a user changes his/her name (married, divorced) the user is not to be re-entered into the KCJIS System with a new UserID.

- The user's name should be modified in the KACIS System to reflect the change.

- The user's name should also be modified in the nexTEST software on the CJIS Launchpad.

- The token activity form no longer needs to be completed for a name change. KACIS automatically completes this transaction.

For returning (re-hired) employees, simply reactivate the previous user account.

NAME CHANGES AND RE-HIRED EMPLOYEES
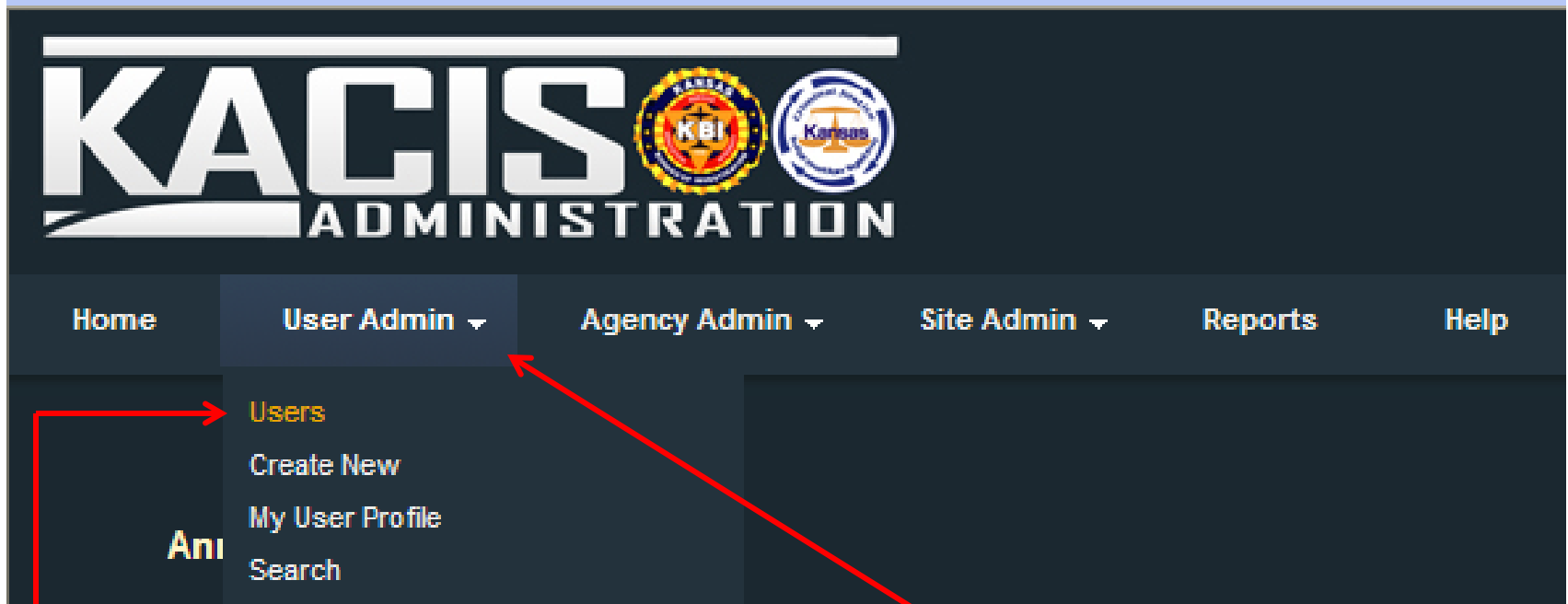
In KACIS, hover your pointer over "User Admin" and click "Users" from the drop-down menu

NAME CHANGES AND RE-HIRED EMPLOYEES
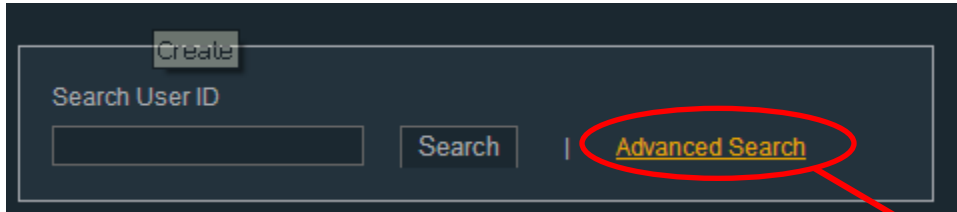
You can search for a user in one of two ways:

- By UserID

- By Name

Search by UserID

NAME CHANGES AND RE-HIRED EMPLOYEES

To search by name, click "Advanced Search" on the same page.

Type in the user's name.

NAME CHANGES AND RE-HIRED EMPLOYEES

- Confirm the appropriate user has been selected and click the "Edit" button.

- Make any changes that are necessary such as:
  - ❖ Activate/Deactivate user,
  - ❖ Change KACIS application role,
  - ❖ Any name changes,
  - ❖ Changes to addresses, e-mail addresses & telephone numbers, or
  - ❖ Application Authorizations.

- Click the "Save" button and review the UserID information to confirm the changes have been saved.

ASSIGNING SECURITY ROLES IN OPENFOX (CONFIGURATOR)
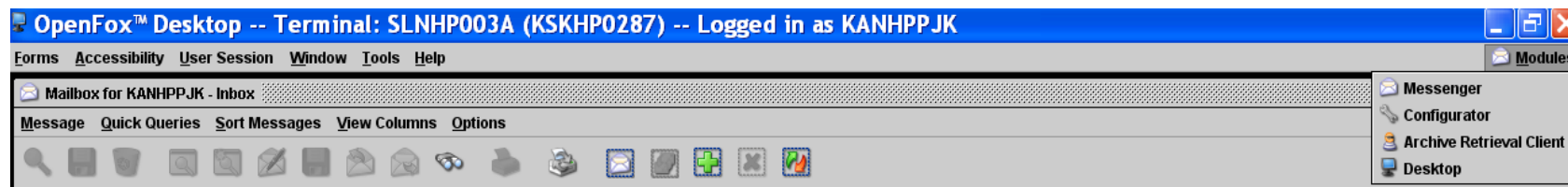
A user must be granted certain security roles in OpenFox. These roles designate the scope of their abilities in NCIC. Only an agency TAC has access to assign security roles.

- Log into OpenFox.

- Click on "Modules" in the upper right corner.

- Select "Configurator."
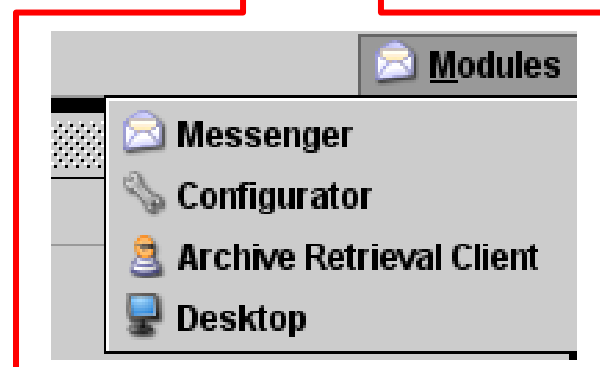
ASSIGNING SECURITY ROLES IN OPENFOX (CONFIGURATOR)
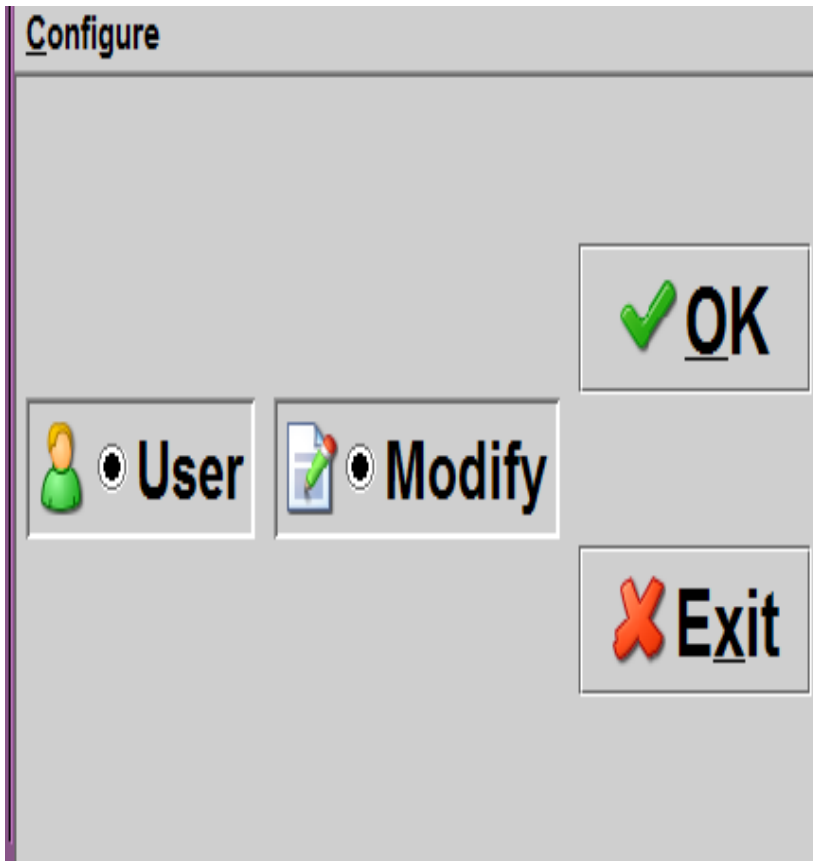
- The "User" button will already be selected.

- The "Modify" button will also already be selected.

- Simply click "OK".

ASSIGNING SECURITY ROLES IN OPENFOX (CONFIGURATOR)

- Type in the KCJIS UserID of the intended user.

- Press the "Enter" key or the "Get" button next to the UserID field.

ASSIGNING SECURITY ROLES IN OPENFOX (CONFIGURATOR)

- Scroll to the bottom right corner of the screen to "Security Roles." (You may have to resize your window to see the bottom of this screen.)

- Click on the search button (binocular icon).

ASSIGNING SECURITY ROLES IN OPENFOX (CONFIGURATOR)

- Double click on the appropriate security role based on the user's access rights.

ASSIGNING SECURITY ROLES IN OPENFOX (CONFIGURATOR)
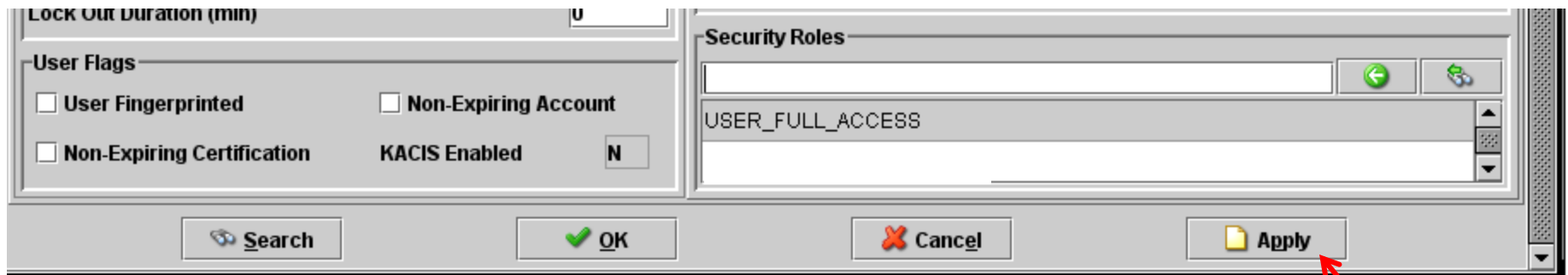
- Verify the appropriate security roles are assigned and click "Apply."

ASSIGNING SECURITY ROLES IN OPENFOX (CONFIGURATOR)
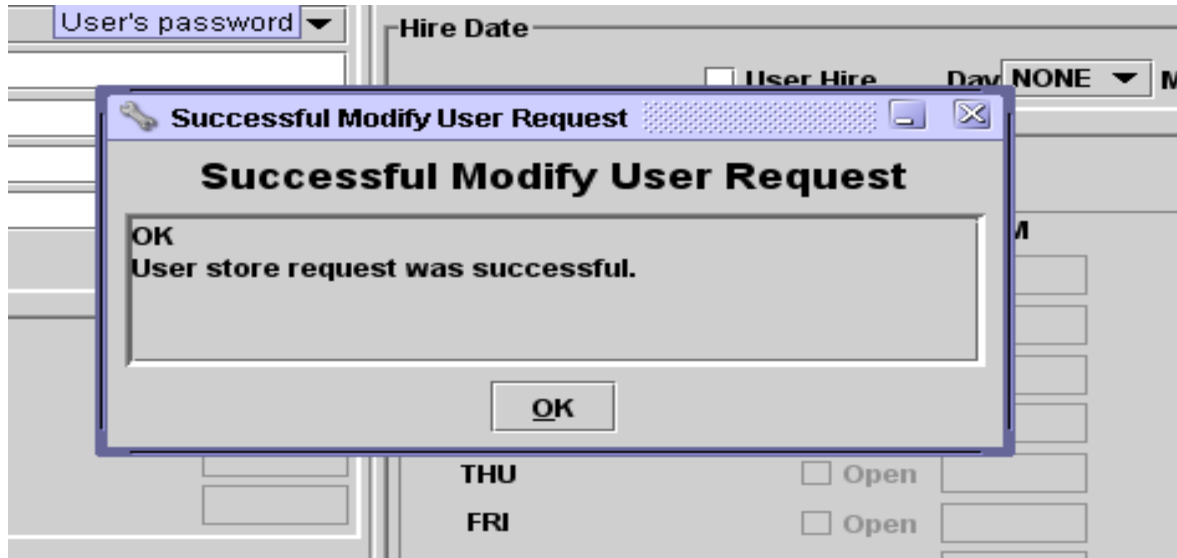
- You will receive a confirmation message.

- Click "OK."

- Click "Cancel" to exit the "User Modify" screen.

- Exit the Configurator.

ASSIGNING SECURITY ROLES TO MULTIPLE USERS

Configurator has the ability of changing security roles for multiple users at one time. You must first, however, prepare your Configurator settings to perform this task.
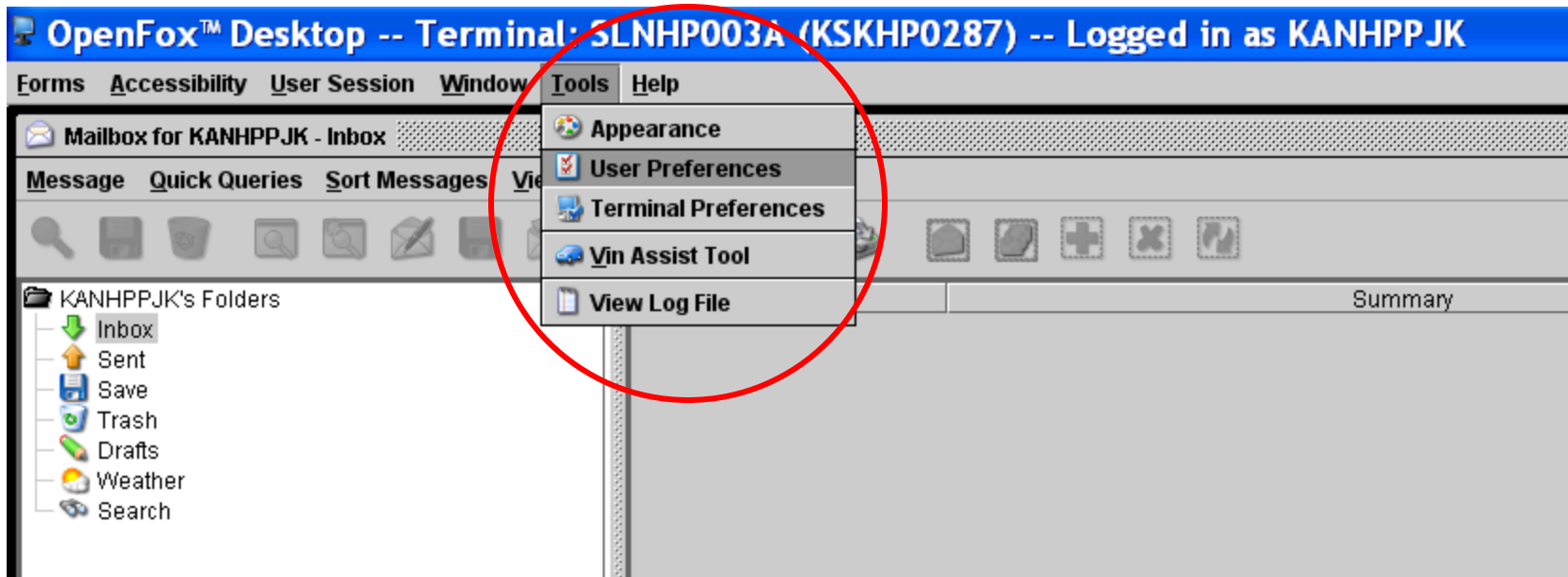
- Click on the "Tool's" option from the desktop menu.

- Click on the "User Preferences" option from the drop-down menu.

ASSIGNING SECURITY ROLES TO MULTIPLE USERS
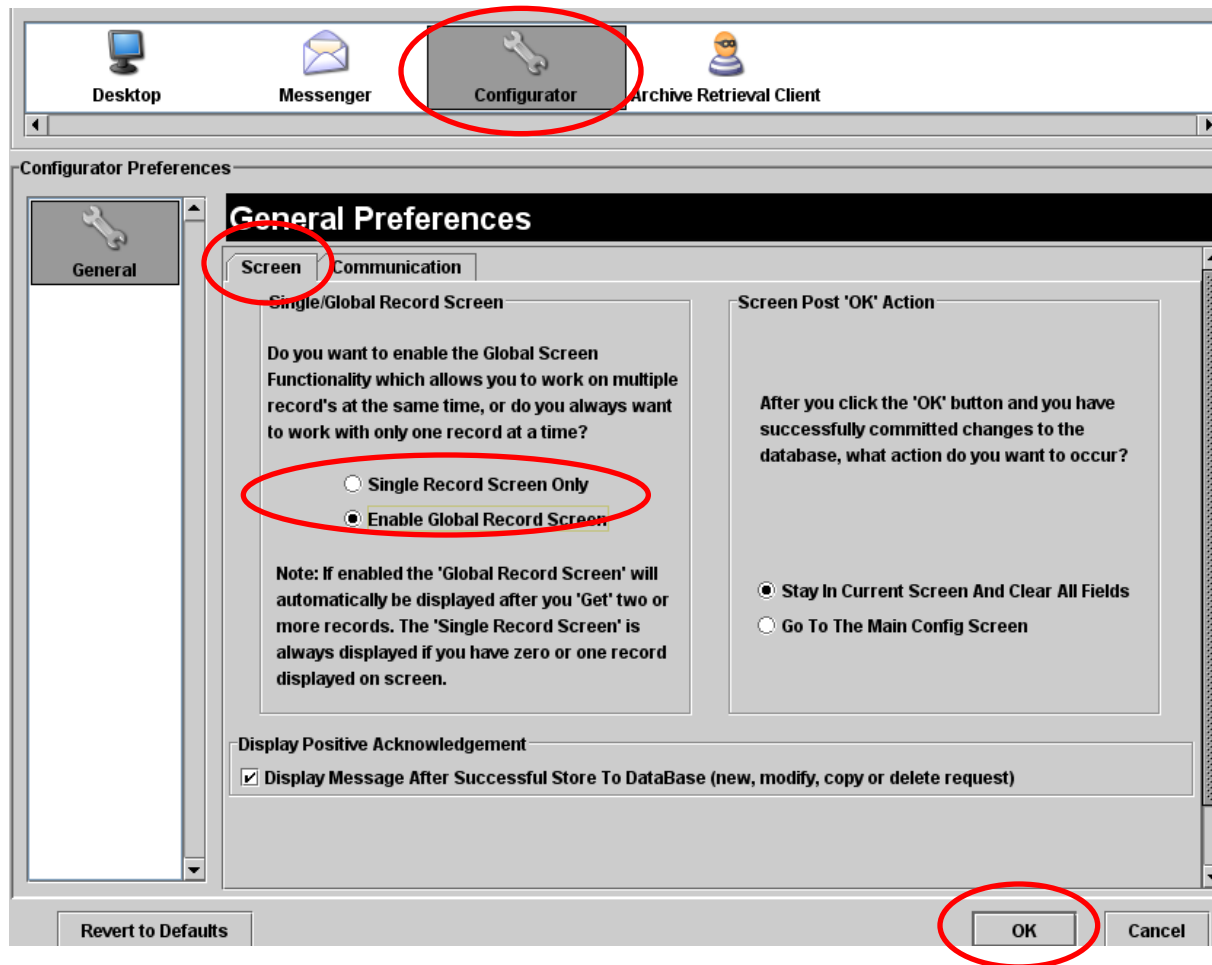
This change only needs to be made once.

- Click Configurator at the top of screen.
- In the "Screen" tab, click "Enable Global Record Screen." Click OK.

ASSIGNING SECURITY ROLES TO MULTIPLE USERS

Assigning security roles via "Global Configurator" is done much like the single record Configurator:

- Click "User" button.
- Click "Modify" button.
- Click "OK."
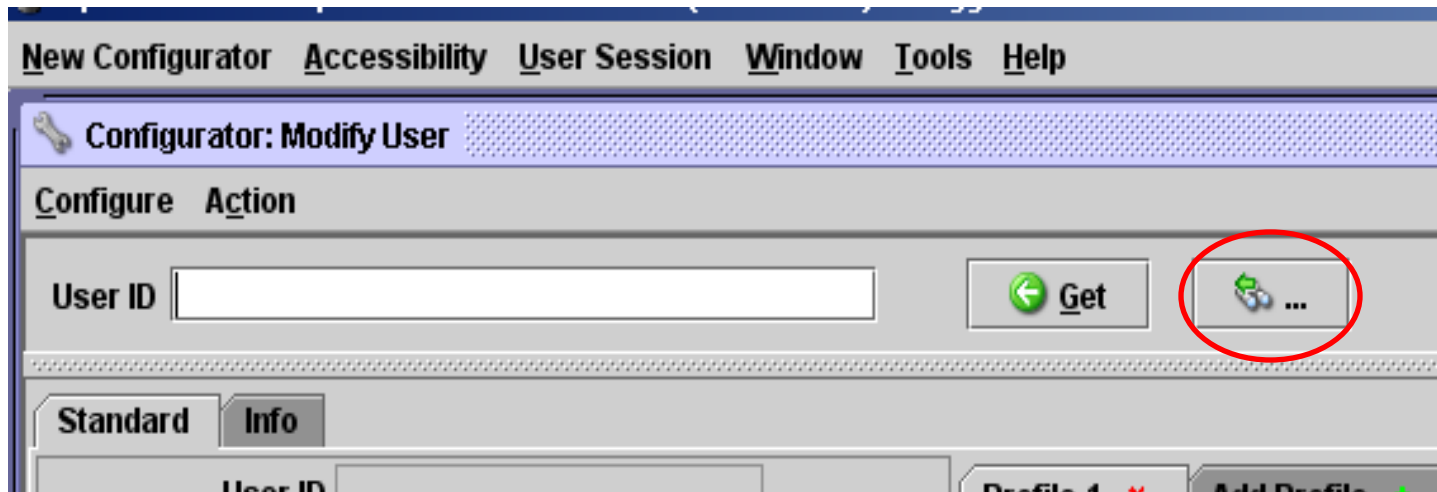
In this case, you will click the search icon to generate a list of all users within your agency, rather than the "Get" button.

ASSIGNING SECURITY ROLES TO MULTIPLE USERS

- While holding down the 'Ctrl" key, left click on each of the users to whom you wish to apply the same security role.

- The users will be highlighted as you select them.

- Click OK.

ASSIGNING SECURITY ROLES TO MULTIPLE USERS

- The selected users listed on the left side of the screen will all be affected by any changes made on the right side including, but not limited to, adding or changing Security Role(s) assignments.

- Once changes have been made, click "Apply".

ASSIGNING SECURITY ROLES TO MULTIPLE USERS
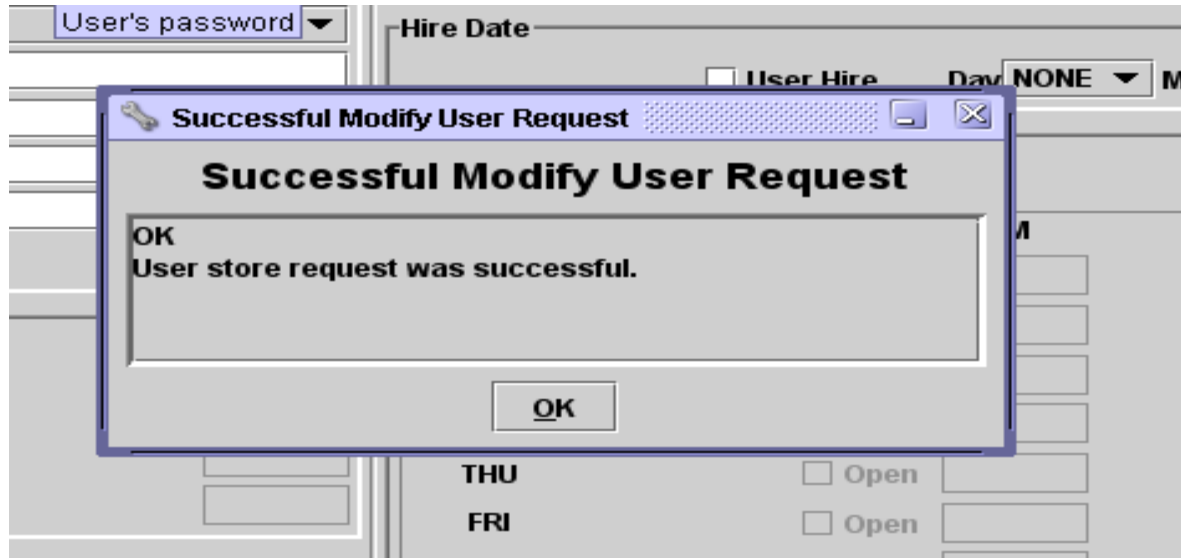
- You will receive a confirmation message.

- Click "OK."

- Click "Cancel" to exit the "User Modify" screen.

- Exit the Configurator.

ADDING NEW USER ACCESS

In KACIS --

- Click "New User" in the user's profile, complete fields.

In OpenFox Configurator ---

- Assign security roles.

In nexTEST --

- Add User to nexTEST under Agency Log in.

On the KCJIS website --

- Submit a "token activity" form to assign a user a token.

Notify your KHP Trainer/Auditor of all personnel changes!

REMOVING USER ACCESS

In KACIS --

- Click "Deactivate" in the user's profile, and then click the resulting red "Deactivate" box.

In OpenFox Configurator --

- Remove the security role assignment.

In nexTEST --

- Change the user's status to "Inactive."

On the KCJIS website --

- Submit a "token activity" form to delete the token assignment.

Notify your KHP Trainer/Auditor of all personnel changes!

MODIFY AGENCY INFORMATION
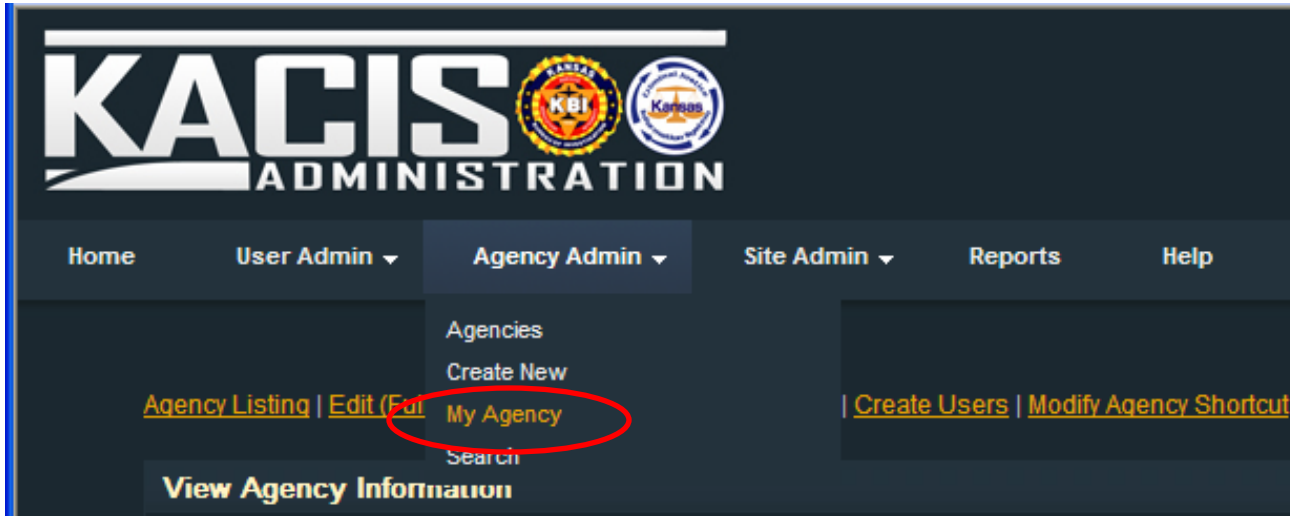
Click "My Agency" under the Agency Admin option.
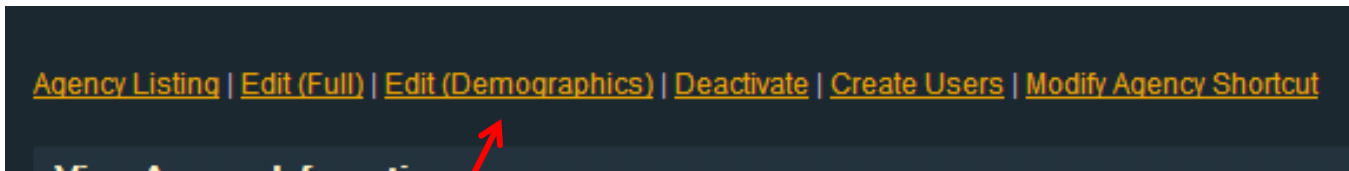
Click "Edit Demographics," make any necessary changes and click "Save".
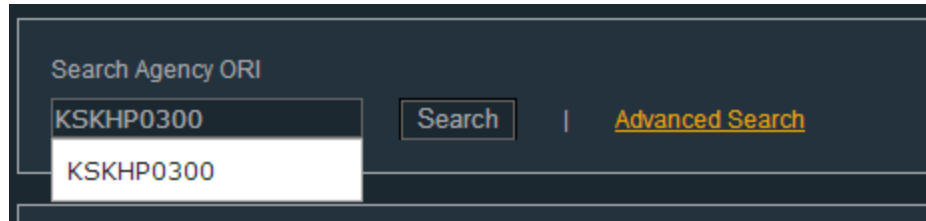
VIEWING AGENCIES

You can search for an agency in one of two ways:

- By ORI

- By Agency Name
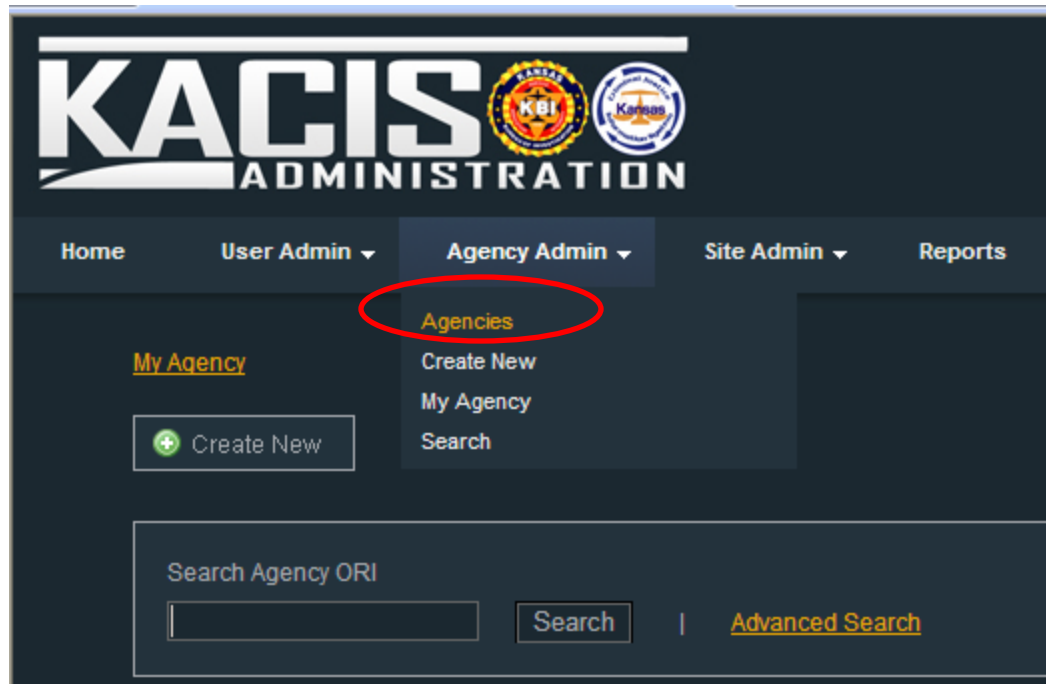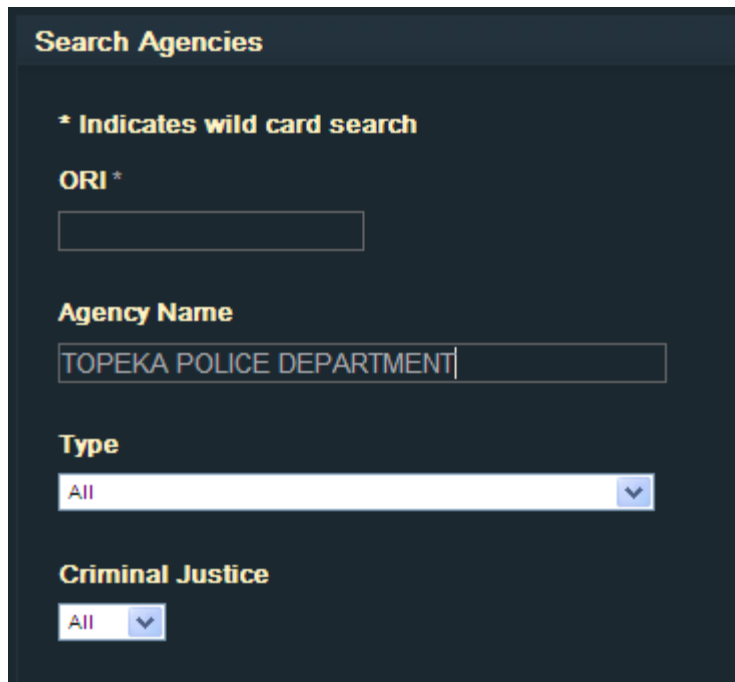
VIEWING AGENCIES

By ORI

By Agency Name
(Advanced Search)

AGENCY VALIDATIONS

NOT TO BE CONFUSED WITH NCIC OR KANSAS HOT FILE VALIDATIONS

Validations of your agency's profile information are done through KACIS on an annual basis.
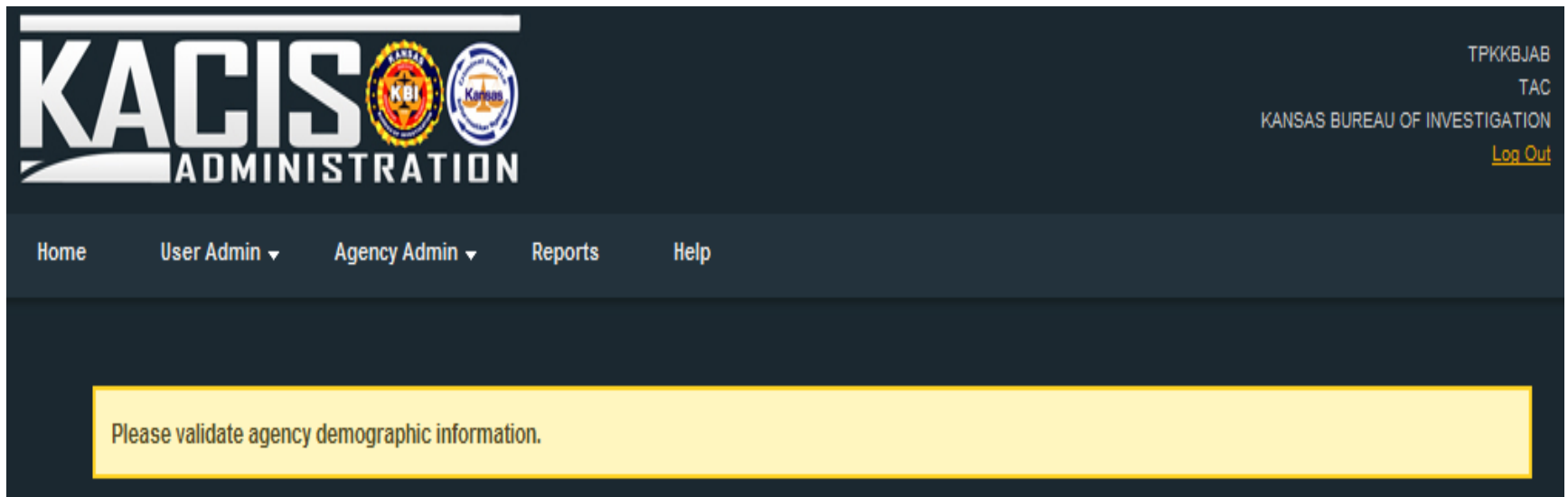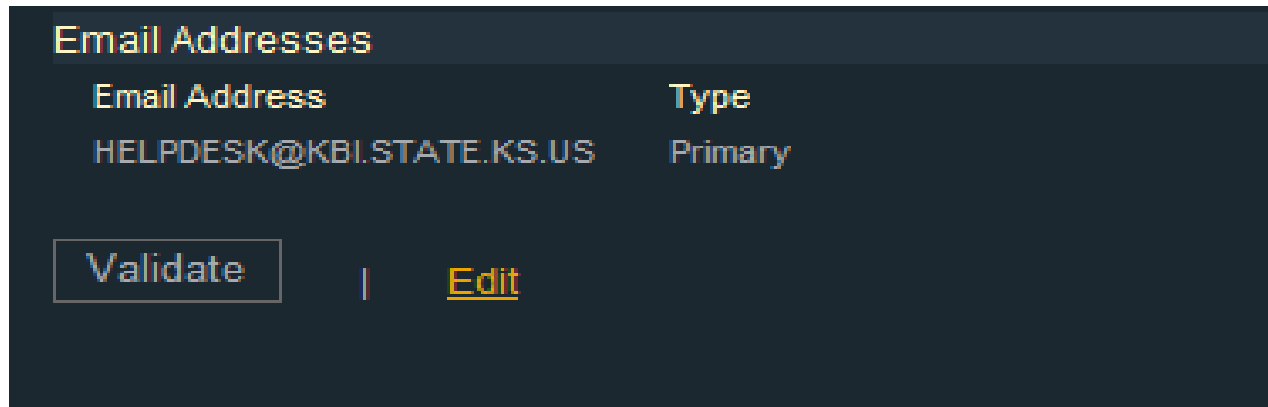
30-days before your agency validation is due, TACs will be presented with a reminder to validate the "agency demographic information".

AGENCY VALIDATIONS

If changes need to be made, click "Edit" and make the changes.

Once you have updated any agency information click "Save".
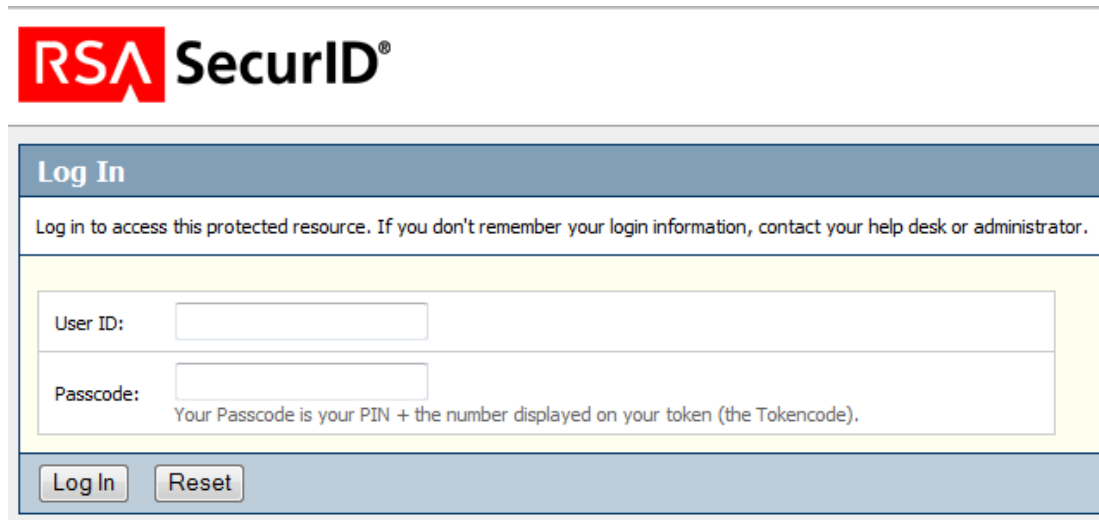
Once you are satisfied with the completeness and accuracy of your agency's demographic information, click "Validate".

If you reach the point where your agency validation is overdue, you will be required to complete this validation process before navigation to any other screen within KACIS will again be allowed.

KANSAS WARRANT FILE

For those agencies who wish to place their warrants into a system that serves only Kansas.

Log into : http://ksmart.kcjis.state.ks.us/
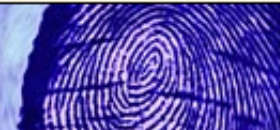
Log in using your UserID and Passcode
(PIN followed by token number).

KANSAS WARRANT FILE

Click "Warrant Views/Validation."

KANSAS WARRANT FILE

This page will be displayed until you select a type of "Report" from the choices available from the drop down box.

Hot Files Query Submission Form

Report:

Warrants Pending Validation (5 days)
Warrants Pending Validation (30 days)
Warrants Active
Warrants Canceled
Warrants Cleared
Warrants Cleared By Other Agency
Warrants Purged
Warrants by Date of Entry

These are the available "Report" types.

KANSAS WARRANT FILE

Report:

Warrants Active

Warrants Pending Validation (5 days)
Warrants Pending Validation (30 days)
Warrants Active
Warrants Canceled
Warrants Cleared
Warrants Cleared By Other Agency
Warrants Purged
Warrants by Date of Entry

For any report type other than the two pending validation reports, a search is limited to a maximum of a twelve month period.

The default is the twelve months prior to the date of the search.

Date:

DTE ▼ between 8/19/2013 and 8/19/2014

* All dates entered in query are calculated as 0:00 of the entered date.
* It is recommended that dates be entered in the format : MM/DD/YYYY

Records are retrieved by date of entry. To search all active records for your agency, you will need to conduct additional queries for each twelve month period back to the entry date of the oldest record maintained by your agency.

KANSAS WARRANT FILE

Hot Files Query Submission Form

Report:
Warrants Pending Validation (5 days)

View Style:
Online Transaction Interface

Fields:

Hide:
ORI
DTE
VLN
SPD
DOW
KIC
OCA
SNM
FNM
MNM
LNM
DOB
SCH

Show:
<--No Fields Shown-->

-> >> << <-

Required Criteria

Location:
ORI Equals

Add Additional Criteria:

Field: **Operator:** **Value:**
DTE Is Equal To and N/A

Add Criteria

Additional Criteria List:
<--No Criteria Specified-->

Clear Criteria   Clear All Criteria

SUBMIT QUERY

Once you have selected a report type, you are then required to select the data you wish to display on the report by moving your preferences from the "Hide" column on the left to the "Show" column on the right.

KANSAS WARRANT FILE

You can highlight one data type and move it individually by use of the single arrow button or move the entire list by use of the double arrow.

The more data types moved to the show column, the larger the resulting report document will be.

Under "Location"
you must insert your ORI.

Report:
Warrants Pending Validation (5 days)

View Style:
Online Transaction Interface

Fields

Hide:
ORI
DTE
VLN
SPD
DOW
SNM
DOB
SCH
SSE
SS1
SS2
SS3
ARI

Show:
KIC
OCA
FNM
MNM
LNM

->
>>
<<
<-

Required Criteria

Location:
ORI Equals KS0850000

KANSAS WARRANT FILE

Continuing down the page…

No "Additional Criteria" is needed.

Note: Do not enter "dates" for the two pending validation related reports.

With the appropriate report type and data fields selected, click "Submit Query".

KANSAS WARRANT FILE

If your search yields only a blank page, click on the "Compatibility View" icon at the top of the window...

...and try the search again.

http://ksmart.kcjis.**state.ks.us**/Warrant/form_hf.asp
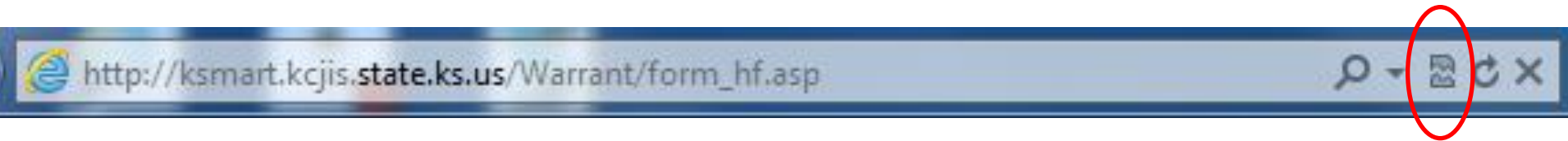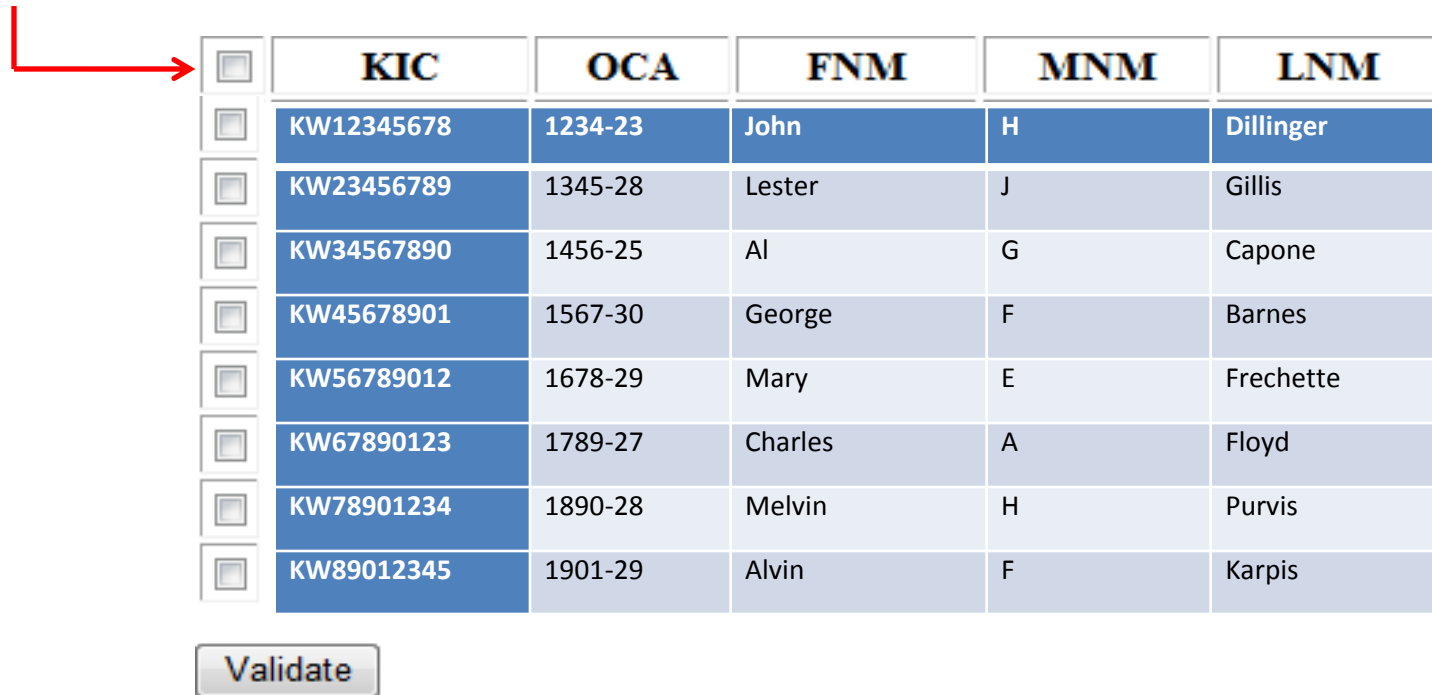
Depending on the version you are using, you may be required to go to tools and click on "Compatibility View."

KANSAS WARRANT FILE

Checking the box on the header line will mark ALL records displayed as having been "validated."

☐	KIC	OCA	FNM	MNM	LNM
☐	KW12345678	1234-23	John	H	Dillinger
☐	KW23456789	1345-28	Lester	J	Gillis
☐	KW34567890	1456-25	Al	G	Capone
☐	KW45678901	1567-30	George	F	Barnes
☐	KW56789012	1678-29	Mary	E	Frechette
☐	KW67890123	1789-27	Charles	A	Floyd
☐	KW78901234	1890-28	Melvin	H	Purvis
☐	KW89012345	1901-29	Alvin	F	Karpis

Validate

Otherwise, you may mark each record individually as the validation process is completed, and conclude by clicking the "Validate" button.

When record(s) have been validated, the system automatically inserts the validator's UserID and the date of validation into the record.

KANSAS WARRANT FILE

- The validation schedule requires all records in the file be validated annually to ensure that the warrant is still active and that the information contained within the record is complete and accurate.

- Each day at 23:59 hours, the system will check the Kansas Warrant File for any record(s) approaching a validation date.

- Eleven months after the date of entry, your agency will automatically receive a validation notice.

KANSAS WARRANT FILE

- Your agency will receive additional validation notices 25, 15, 10, and 5 days prior to purge.

- The system will then automatically purge the non-validated records and your agency will receive a purge notification message.

- These notification messages will be delivered to the entering agency's primary terminal.

KANSAS WARRANT FILE

Only one notification message is sent to an agency, regardless of the number of warrants that have been purged or require validation.

```
Example of a validation notification message with one purged record, one record that
will be purged within 5 days if not validated, and one record that will be purged if not
validated within 30 days:*

--HOTFILES VALIDATION--
$.KANSAS.WARRANT.VALIDATION
ORI/YOURORI

DATE:  20020509

YOUR AGENCY HAS (1) WARRANT RECORDS THAT HAVE BEEN PURGED DUE
TO LACK OF VALIDATION.
YOUR AGENCY HAS (1) WARRANT RECORDS WHICH REQUIRE VALIDATION
WITHIN 5 DAYS.
YOUR AGENCY HAS (2) WARRANT RECORDS WHICH REQUIRE VALIDATION
WITHIN 30 DAYS.

OBTAIN A LIST OF RECORDS PURGED AND RECORDS REQUIRING VALIDATION
FROM:
--END--   http://ksmart.kcjis.state.ks.us

*The 30-day count also includes records that require validation within 5 days.
```

The notification will only reference the "number" of records to be validated.

The notification message will only advise you to obtain the appropriate records from the "ksmart" website to begin the validation process.

KANSAS WARRANT FILE

A "Validation Worksheet" must be completed for each Kansas Warrant File record validated in order to document the actual steps taken/contacts made in completing the validation process.

Validation Worksheet for NCIC or KIC

Date: _____ NIC/: _____ KIC/: _____ OCA/:

Officer/Clerk making report:

Officer/Detective assigned to case:

Yes	No
☐	☐	**1. Is the original documentation in the case file?**

The supporting document(s) include: (check appropriate one)
☐ Wanted Persons: Original Warrant
☐ PFA/Restraining/Stalking Order: Court Order
☐ Missing Persons: Missing Persons Report
☐ Vehicles, Boats, Guns, etc… Report/Documentation
☐ Sex Offenders

☐ ☐ 2. **Packing the Record:** Was an attempt made to fill all possible fields of entry made?

Yes	No		Yes	No	
☐	☐ DMV Requests		☐	☐ Response in file?	
☐	☐ III Requests		☐	☐ Response in file?	
☐	☐ KBI Requests		☐	☐ Response in file?	

☐ ☐ 3. **Accuracy:** Do all fields in the entry match the documents on which the entry is based?

Making Contact to Determine if this Entry is Still Being Actively Pursued

Wanted Persons: You must contact the court issuing the warrant to determine that the warrant is still current and the DA's office to determine if extradition is authorized.

The _____ Court/Sheriff's Office was contacted on (date):

The warrant ☐ is ☐ is not valid.

The court was contacted on (date) _____.

Extradition/Transportation, full or limited, ☐ is ☐ is not authorized.

Date of last registry: _____

PFA/Restraining/Stalking Order: You must contact the court issuing the warrant to determine that the order is still

The worksheet documenting the most recently completed validation process must be retained in the related case file.

TERMS AND CONDITIONS

Welcome to the KCJIS Web Portal

This is a secure web site for use by authorized criminal justice users. Data obtained through this site is restricted and controlled by Kansas and federal laws. All transactions are logged by user identification and subject to audit. Unlawful use of data may result in agency sanctions and/ or criminal penalties.

In using the KCJIS web site, I understand and agree to:

- Properly tender my user ID and password to access the system.
- Accurately identify the purpose for access to restricted files.
- Only use the information I receive for the purpose stated.
- Restrict information sharing to criminal justice professionals with a need to know.
- Never allow unauthorized persons to view the web site or the data therein.
- Never release data from the web site to any unauthorized persons or agencies.

By logging in to the KCJIS system, you are agreeing to all terms and conditions as stated above.

RSA SecurID®

User ID

Passcode

Please choose authentication type
- ○ Token
- ● Password

Logon

Additional menu options
on the KCJIS Portal

"Home" page default

Kansas Criminal Justice Information System
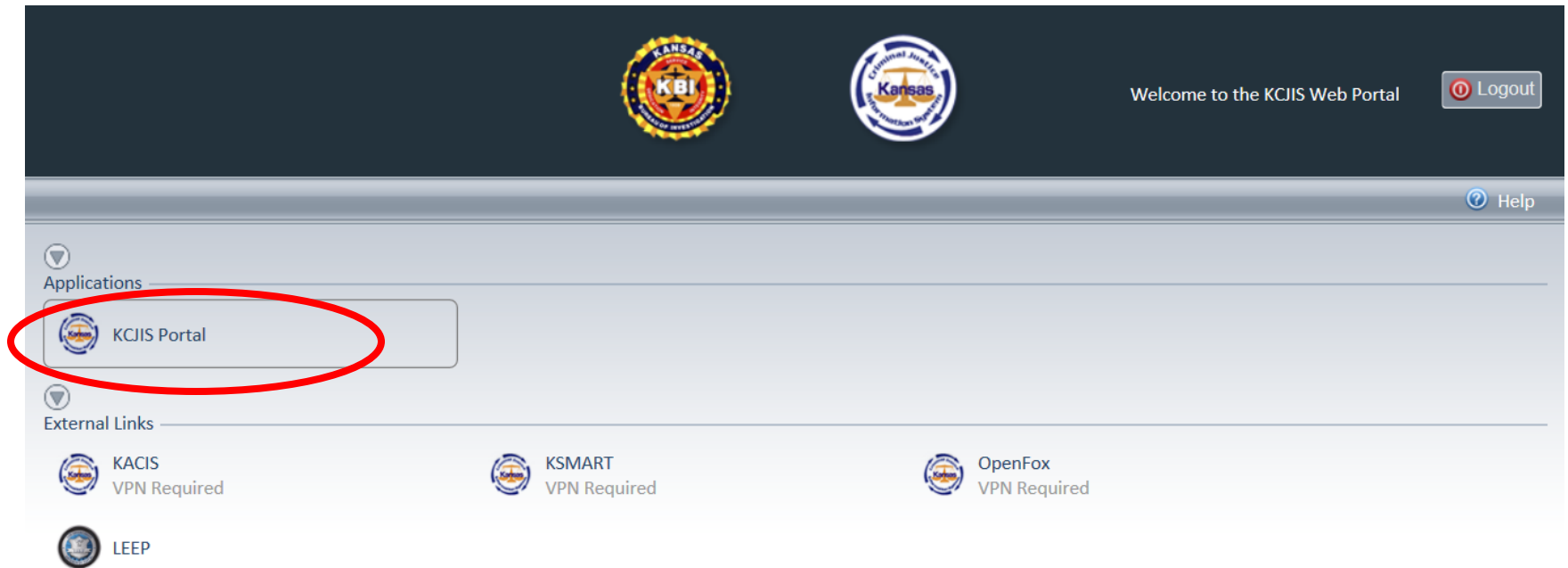
Home Information Access Requests and TAC Info Forms Amber Alert FAQ Suggestion Box   Logout

Applications
- Master Search
- Offender Summary
- Alert Manager
- Kansas Message Switch
- Kansas Intelligence System (KIS)
- LPR Downloads
- KSMART
- KACIS
- LIMS Casework Prelog

Searches
- Vehicle Registration
- DL Photo
- KIBRS Views
- Missing Persons

About
- About KCJIS

Help
- Contact Help Desk

KCJIS News

There are currently no active announcements.

(More Announcements...)

> KCJIS News: select "more announcements" for Help Desk updates

Events and Training

← → January, 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Current Bulletins

No documents or links available.

FAQ

There are currently no active announcements.

(More Announcements...)

> Current bulletins: Officer Safety & Law Enforcement Safety bulletins
> FAQ: Frequently asked questions are selected and showcased

72

FAQ

Applications
"Master Search"

Simple and Advanced Search Data Sources:
   CRASH   OFFENDER REGISTRATION   DRIVER
   MISDEAMENOR WARRANTS   CORRECTIONS   KIBRS
   VEH REGISTRATION/TITLE   eCITATION
   CCH   BOLO

Simple Search
…by keyword only.

SEARCH

Simple Search allows letters, numbers, spaces, periods, hyphens and apostrophes. It will not search strictly numerical fields in any data source (Date of Birth, for example). Please use the Advanced Search for querying numerical data.

Search for Driver's License Info is restricted to DL number, Person's Name and DOB.

Search Purpose: [Select Purpose Code] ▼

Search Initiated For: KANHPSJS

Keywords:

Search Entity: ☐ All Entities ☑ Person ☐ Vehicle ☐ Event

DATA SOURCES

☑ All Data Sources   ☑ CCH   ☑ KIBRS
☐ CRASH   ☐ Offender Registration   ☐ BOLO
☐ Misdemeanor Warrants   ☐ Corrections   ☐ Driver
☐ Vehicle Registration/Title   ☐ eCitation

[Clear] [Search]

Complete the following:
- Search Purpose - criminal investigation, NICS check or CJ employment
- Enter keyword(s) – subject to some restrictions
- Search Entity - defaults to person automatically
- Data Source – chosen for you based on the search purpose

Simple Search
…by keyword only.
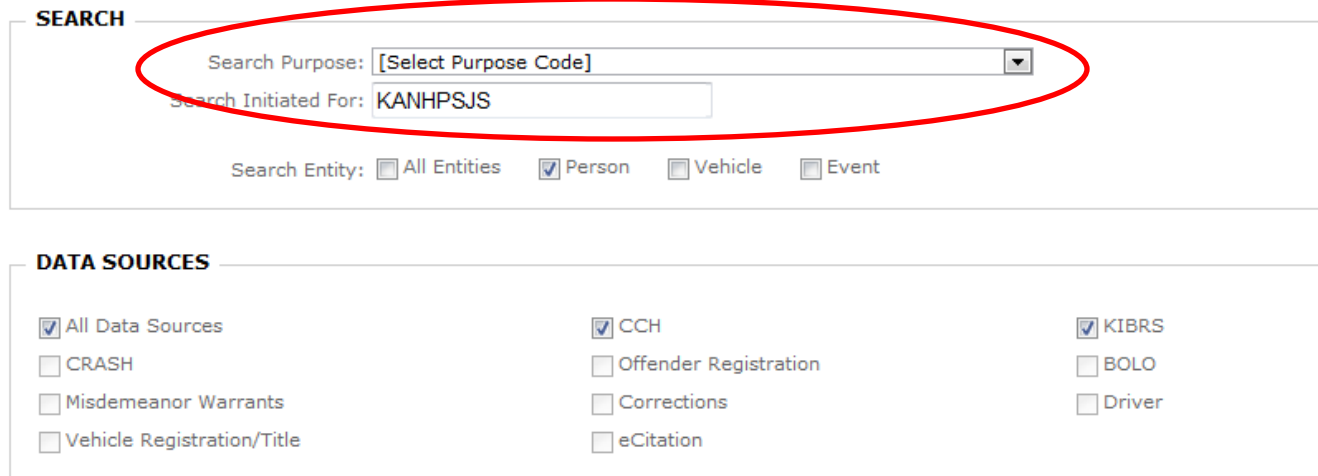
Keywords: [   ]

- Will search **for keyword(s) only** in the text fields.

- **Will not** search by only DOB

- A DL, SID, and FBI/UCN number are searchable as they contain alphabetic characters.

Advanced Search

Complete the following:

- Search Purpose: criminal investigation, NICS check or CJ employment.
- Search Initiated for: defaulted to UserID-change to requestor (if applicable).
- Verify entity.
- Verify data source information.

Advanced Search

The wildcard character (*) can only be included at the end of a phrase. e.g. "Abc*". Wildcards can ONLY be used in the First Name, Middle Name, Last Name, Plate Number and VIN search fields.
Wildcards are NOT supported when performing Soundex and Nickname searches.

All of the search fields listed below will not be found in all data sources listed above. If a search includes a field not found in a particular data source it will exclude that data source from that particular search.

Search for Driver's License Info is restricted to DL number, Person's Name and DOB.

DEMOGRAPHICS

Last Name:		C2
First Name:		C2
Middle Name:		C2
Date of Birth:		C2

SPECIAL SEARCH OPTIONS (See NOTES section):
○ Soundex Search (First and Last Name)
○ Nickname Search (First, Middle and Last Name)
● None

Sex:	[Select Sex]	Age:	Years	+/-	Years
Eye Color:	[Select Color]	Weight:	lbs	+/-	lbs
Hair Color:	[Select Color]	Height:	ft	in	+/-	in
City:		Race:	[Select Race]
County of Residence:	[Select County]	SMT:	[Select SMT]

Although multiple data fields are available, it is strongly recommended that searches be conducted with minimal identifiers to decrease the potential of bypassing additional records associated with the individual.

Advanced Search

Clicking clear will clear <u>all</u> (including purpose and search initiated for).

Name Search

SEARCH CRITERIA

Time of Search:09/18/2015 14:53:07.697
Purpose Code: KC
User ORI: KSKBI0000
User ID: TPKKBVLR
Initiated For: TPKKBVLR
Keyword: gone fishin
Data Sources: CCH,KIBRS,Crash,ROR,BOLO,War,Cor,KDOR-DRV,KDOR-VEH,

PERSON CANDIDATE LIST

Submit DNA Sample (Use if your specific candidate CCH Result is not found)

Show: ☑ Demographics Fields ☐ Unique Identifiers

Persons

Aliases ⬍	Source	DOBs	Age	Hair Color	Eye Color	Height	Weight	Race	Ethnicity	Gender	Person Type	DNA on File	Add To Summary ☐	Add to Alerts
FISHIN, GONE	KIBRS	12/10/1941			GRN	68	150	W		M		Submit	☐	
FISHIN, GONE	CCH	06/17/1950			GRN	68	150	W		M		Submit	☐	
FISHIN, GONE AWAY	KDOR-DRV	12/10/1941			GRN	68	150	W		M		Submit	☐	
FISHIN, GONE AWAY	CCH	06/17/1950			GRN	68	150	W		M		Submit	☐	
FISHIN, HELEN	WAR	12/10/1941			GRN	68	150	W		M		Submit	☐	
FISHIN, HELEN	CRASH	06/17/1950			GRN	68	150	W		M		Submit	☐	
FISHMAN, BEN	ROR	12/10/1941			GRN	68	150	W		M		Submit	☐	
FISHMAN, BEN	CCH	06/17/1950			GRN	68	150	W		M		Submit	☐	
HUNTING, GONE	CCH	12/10/1941			GRN	68	150	W		M		Submit	☐	
HUNTING, GONE	KIBRS	06/17/1950			GRN	68	150	W		M		Submit	☐	

Sources: KIBRS, CCH, DOC, ROR, KDOR-DRV, KDOR-VEH, BOLO, Warrant
(Click the "source" link to view more detailed information.)

Vehicle Search

Searches can be performed in several different ways.

Additional information:

- At least two must be included for a demographic search:
    - ❖ Last Name
    - ❖ First Name
    - ❖ Middle Name
    - ❖ Date of Birth

- Responses are limited to 250 records.

- The wildcard symbol, asterisk (*), can only be included at the end of a phrase Ex. ABC*. Wildcards can only be used with First Name, Middle Name, Last Name, Plate Number and VIN search fields.

Additional information:

- Special Search Features: The soundex and nickname radio buttons must be selected to turn either of these features on. Soundex will find "John" when a user submits "Jon." Nickname adds the ability to search names in the nickname field of a given record.

- Wildcards are not supported when performing Soundex and Nickname searches.

Master Search: Vehicle Registration

- Vehicle Registration searches only query the KDOR – DMV database. Vehicle Registration searches use the C1 search parameter. The Plate # field must be populated to successfully query the database. All other data sources must be queried via the Vehicle section.

VEHICLE REGISTRATION

Plate #: _____ C1   Plate Year: _____

Plate Type: [Select Type] ▾   Registration County: [Select County] ▾

Plate State: [Select State] ▾

Master Search: Vehicle

Vehicle searches use the C3 search parameter. At least <u>three</u> of the following fields must be populated for a successful search:

- Make
- Model
- Style
- Type
- Color
- Year
- VIN*

*The exception to the C3 search parameter is the VIN field. If only the VIN is sent, then you will have a successful return.

Offender Summary

OFFENDER SUMMARY VIEW

Folder Name: dbf04401-5b1c-4a7d-9ad2-5022e98ff1ce_Troy_Boyd_
Descriptive Name: Troy_Boyd_

Show For All Lists: Active Only ▼

SAVED SEARCHES

* Select a Driver History and/or CCH record to generate a Summary Report.

Saved Searches   ⬆

*	Source ⬍	ReferenceID	Searched Values	Notes	Date Modified	Archive
☑	CCH	144894e3-bd25-4f01-8c77-6c7a	pp=KC;sf=KANHPSJS;ln=BOYD;fn=TR	Troy Boyd - Enterprise (Dickinson (	08/18/2014 11:06:39	📁

Page 1 of 1 ►► ► 20 ▼   View 1 - 1 of 1

Generate Summary Report

SUMMARY REPORT

SummaryReports   ⬆

ReportDateTime ⬍	Searched Values	ReferenceID	Archive
08/18/2014 11:09:06	CCH: pp=KC;sf=KANHPSJS;ln=BOYD;fn=TROY;mn=WAYNE;(	CCH: 144894e3-bd25-4f01-8c77-6c7a2cd4b9b5;	📁

Page 1 of 1 ►► ► 20 ▼   View 1 - 1 of 1

- The Offender Summary provides a printable, abstract record of the information maintained by the KBI on a specific individual.
- It contains data that is limited to:
  - ❖ Convictions
  - ❖ Diversions
  - ❖ Expunged Convictions
  - ❖ Driving Record

Offender Summary

- To access the information, you must first search for the individual in the Master Search.
- Once located, select the "Add to Summary" option to select a folder within your Offender Summary where you would like the record to be added. You will need to name the folder.
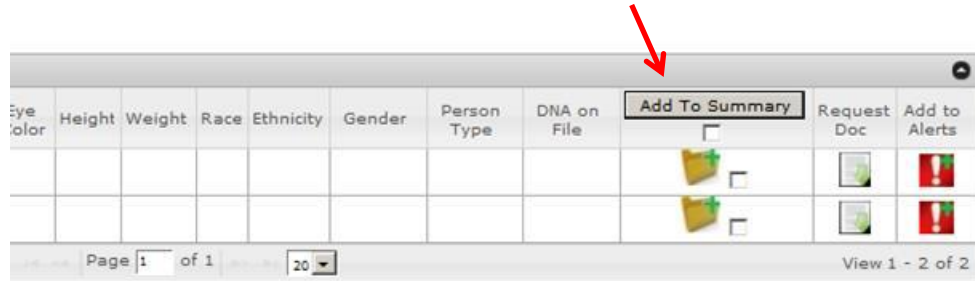
- It will now be available to you through the *Offender Summary* section of the KCJIS Web Portal and a report with the most up-to-date information available may be generated by selecting the *Generate Summary Report* Option (after clicking on *CCH* or *Driver History* box).
- Once it is created you can access it by clicking on the link in the "Summary Report" section.

Alert Manager

NOTIFICATION ALERT LIST

Alerts								⊙
View	Name ▲	Status	Frequency	Expiration Date	Last Alert Date	Last Crawl Date	Create Date	Delete
View	Spiker, Alexandria	Idle	Daily	11/19/2014			08/18/2014	Delete
			Page 1 of 1 ▷▷ ▷▏ 20 ▼					View 1 - 1 of 1

KCJIS Portal users have the option of subscribing to receive alerts on a specific individual's criminal record whenever an update, such as an addition or deletion, is made to the record. Users will also receive an alert when a search is conducted on the individual's record.

To add an alert to your *Alert Manager* on a specific individual, you must first conduct an Advanced Search, then select the *Add to Alerts* option next to that person's CCH record. You will be able to give the alert a title, choose the frequency of the alert (daily or weekly), select an expiration date, as well as select additional alert sources. Once added, each alert will be available to you in the *Alert Manager* section of the KCJIS Web Portal. **Your KACIS profile must be populated with an email address to receive these email alerts.**

Applications

| Kansa |
| Home | Information | Access |
| **Applications** |
| Master Search |
| Offender Summary |
| Alert Manager |
| Kansas Message Switch |
| Kansas Intelligence System (KIS) |
| LPR Downloads |
| KSMART |
| KACIS |
| LIMS Casework Prelog |
| **Searches** |
| Vehicle Registration |
| DL Photo |
| KIBRS Views |
| Missing Persons |
| **About** |
| About KCJIS |
| **Help** |
| Contact Help Desk |

KCJIS
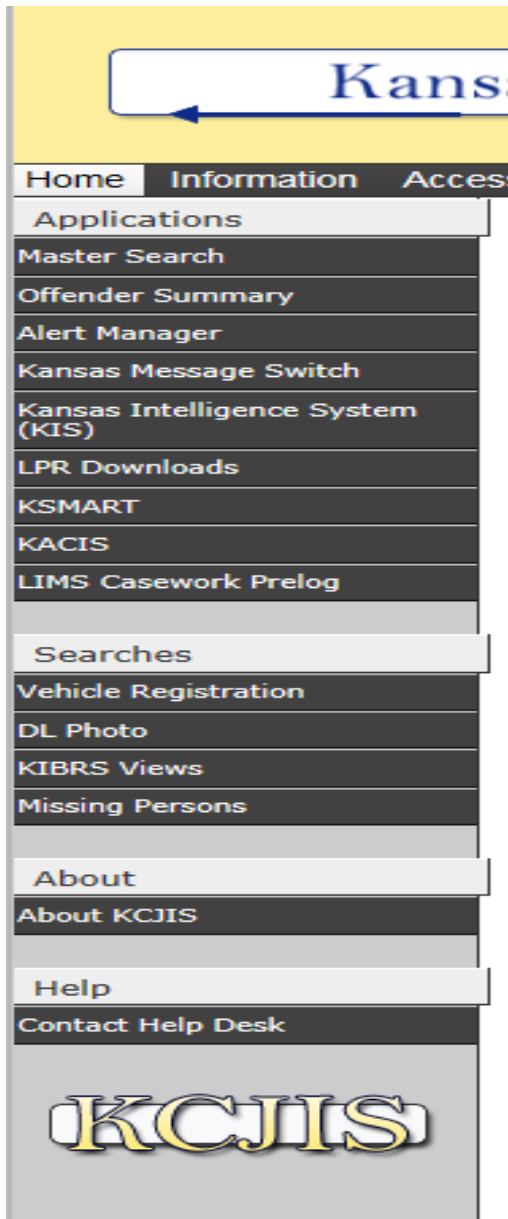
CPI/OpenFox Launch page

Enter KIS or KIS Training

Kansas Intelligence System (KIS)

- Access to this system is restricted to authorized and trained personnel. By attempting to access KIS you are certifying that you have been trained in the use of the KIS system, as well as all federal, state and local laws and regulations pertaining to criminal intelligence (including 28 CFR part 23). Unauthorized or unlawful access is prohibited.

- KCJIS secure VPN or specific configuration of your agency firewall is required to access this service.

- If you do not have access to or training on KIS you may contact the KIS Administrator at (785) 296-8306 to learn more.

LPR Downloads

This section of the KCJIS Web Portal also provides the flexibility of a custom LPR file. A file containing a specific selection of information types can be created. Simply mark the box next to the type of information to be included in the file. Then, click the download button to execute the custom file selected.

LPR Downloads

License Plate Reader Downloads (Updated Daily)

For details on usage of License Plate Reader files, please read the KCJIS LPR File Usage document.

- FBI NCIC File (Original Format)
- FBI NCIC File (KCJIS Format)
- Kansas BOLO File
- Kansas Warrants File
- Kansas Registered Offender File

- KCJIS provides four files that may be downloaded for License Plate Reader devices. The files are updated twice daily between 12-8 AM and again between 12-4 PM.

- **Note: Before taking any action on an LPR 'hit', agencies are advised to run the tag against Kansas or NCIC sources as appropriate to ensure they are working with the most current information.**

Applications

Home | Information | Acces

Applications

Master Search
Offender Summary
Alert Manager
Kansas Message Switch
Kansas Intelligence System (KIS)
LPR Downloads
KSMART
KACIS
LIMS Casework Prelog

Searches

Vehicle Registration
DL Photo
KIBRS Views
Missing Persons

About

About KCJIS

Help

Contact Help Desk

KSMART: This menu item is a link to the KSMART website.

KACIS: This menu item is a link to the KACIS website.

SEARCHES

Searches

Vehicle Registration

DL Photo

KIBRS Views

Missing Persons

VEHICLE REGISTRATION: This search is tailored to vehicle search that provides the user with more flexibility such as searching for a single field versus requiring two fields as in the *Advanced Search*.

DL PHOTO: Provides users a picture ID that is associated with a DL.

Vehicle Registration Search

Search Initiated For: kanhpsjs

:: Identifiers

Select an Identifier ▼ [_____]   Begin Search

:: Owner Information

Last Name: [_____]   First Name: [_____]   Middle Name: [_____]

Doing Business as: [_____]   Name Type: [____ ▼]

Date of Birth: [__] [__] [____]

Address: [_____]   City: [_____]

State: [_____ ▼]   Zip Code: [_____]

:: Vehicle Information

Vehicle Color: Select a Color ▼   Vehicle Make: Select a Make ▼

Vehicle Year: [____]   Vehicle Model: Select a Make First ▼

Fuel Type: Select a Fuel Type ▼   Vehicle Style: Select a Style ▼

:: Registration Information

Plate Number: [_____]   Plate Type: Select a Plate Type ▼   Registration County: Select a County ▼

Plate State: [_____ ▼]   Plate Year: [____]

☐ Include Inactive Plates   ⟵————————— Able to search inactive plates

Renewal Sticker No: [_____]   Renewal Sticker Year: [____]

Vehicle Registration No: [_____]   Handicap Placard ID: [_____]

Begin Search   Clear

95

DRIVERS LICENSE PHOTO SEARCH

Driver's license photos are provided to KCJIS by the Kansas Department of Revenue (KDOR). KDOR, Division of Vehicles, Driver Licensing, has indicated the drivers license photo system could contain up to a 4% error factor. Of that 4%, 3% represent missing photos, and 1% represent photo errors.

SEARCH DL PHOTO

Choose a Purpose: [Choose a Purpose Code] ▾

Search Conducted For: KANHPSJS

SEARCH BY DL NUMBER

Enter a DL Number:

[Submit] [Clear]

OR

SEARCH BY NAME

Last Name:

First Name:

[Submit] [Clear]

Must choose a purpose:
KC-Criminal Investigation
KE-Non-CJ Employment/Licensing (KBI-only)
KF-NICS Checks
KJ-CJ Employment with Law Enforcement Agency
KQ-Security Guard/Patrol Employment

Drivers License Photo Search

Drivers License Photo Search								
DL Number	First Name	Middle Name	Last Name	Sex	DOB	Height	Weight	Eye Color

Any multiple listings simply indicate more than one DL record and therefore more than one photograph is possible for the specified individual.

Drivers License Photo Search

Example of a test entry on John Doe

To obtain and confirm current status of a Drivers License and other related information you must run a DL inquiry through OpenFox.

KIBRS Views

This menu item is simply a link to the *KIBRS Views* website. Access to the *KIBRS Views* website is limited to law enforcement personnel with an active token and permissions granted by contacting the Incident Based Reporting Section at KBI. KIBRS Views is designed as an investigative tool that allows queries to be conducted based on the following: Drug Offense, Offense Code (for crimes against persons), Property Classification, Suspect/Victim/Arrestee Name, Suspect Vehicle Description, Type of Force/Weapon, Zip code/City and State.

DNA Databank

To determine if DNA is on file for a particular individual you will now be required to complete an Advanced Master Search as described previously. In the resulting table of responses find the column entitled 'DNA on File'. It will describe whether DNA is on file or if DNA needs to be collected. The link to prelog is found by clicking 'submit' inside the table or by clicking the highlighted submit DNA sample above the table on the left side.

Missing Persons

Searches
Vehicle Registration
DL Photo
KIBRS Views
Missing Persons
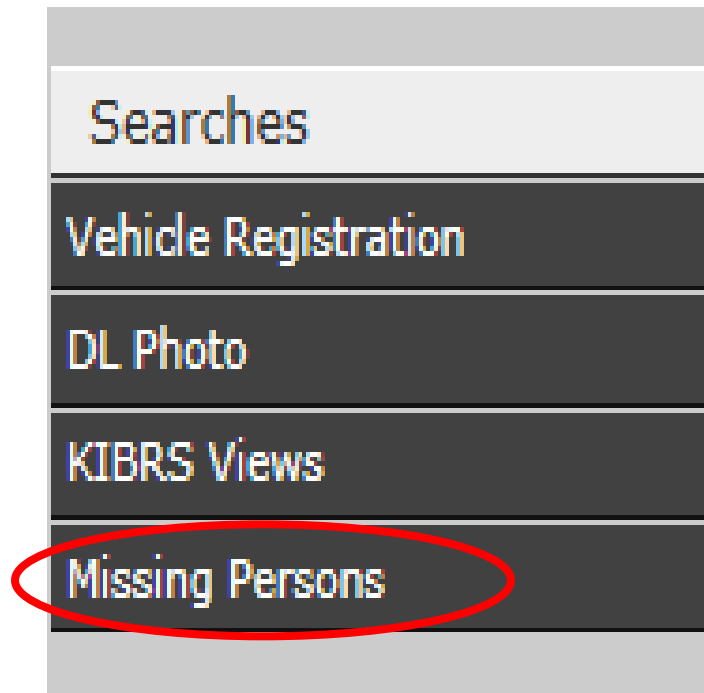
User kanhpsjs is not authorized to access KCJIS Web Portal. /information/missingpersons/ Please contact your Terminal Agency Coordinator (TAC) to gain authorization. Thank you!

A TAC should contact KBI to achieve the authorized access for any users to this area.

Missing Persons

Should take you here (after you receive access from KBI) …

Kansas Criminal Justice Information System **KCJIS**

Services:

KDHE Missing Person Query Form

Search by:
NCIC Identification Number:

[ ]

Search   Clear

Search by:

Last Name:	**First Name:**	**Middle Name:**	**Suffix Name:**
[ ]	[ ]	[ ]	[ ]

Date of Birth:
[ ] DD/MM/YYYY

Social Security Number:
[ ]

Search   Clear

About KCJIS

KCJIS

Overview

The Kansas Criminal Justice Information System (KCJIS) is a system of connected data sources within a secure environment supporting the electronic exchange of justice information for local, state and national interests.

The KCJIS was originally established as the ASTRA system (Automated Statewide Telecommunications Records Access) by Senate Bill No. 344 passed during the 1968 Legislative session. It was subsequently succeeded by the KCJIS in 2003. Please refer to the Kansas statutes 74-5701, 74-5702 for more information on the statutes regulating the KCJIS system.

The mission of the KCJIS is to create and maintain a secured and accessible criminal justice information repository; ensure that accurate, complete, and timely data for individuals and events are available for criminal justice and non-criminal justice users; support effective administration of the criminal justice system, public and officer safety, and public policy management in a cost-effective manner within the state of Kansas.

In accordance to K.S.A. 74-5701 (et seq.), the KCJIS Committee has the responsibility to establish, maintain and upgrade the KCJIS. Sub-committees may be appointed by the committee to recommend standards, policies, rules and regulations for its adoption.

The Kansas Bureau of Investigation (KBI) and the Kansas Highway Patrol (KHP) share the administrative and operational responsibilities for core KCJIS functions. Agencies interfacing with the KCJIS assume administrative responsibilities accordingly.

Services and Applications

The system includes a variety of services and applications. Some of these are under the statutory authority of the KBI and some are more broadly administered as strictly KCJIS services. A few of the more recognizable services are:

- The KCJIS Portal
- Ambert Alert requests
- The Kansas Central Message Switch
- The Kansas Automated Fingerprint Identification System (AFIS)
- Computerized Criminal History records (CCH)
- The Kansas Incident Based Reporting System (KIBRS)
- Kansas Hotfiles (including Warrants, BOLO, and Missing Persons)
- Offender Registration
- License Plate Reader (LPR) files

KCJIS provides connectivity and access to records and systems outside of the state, including federal records at the National Crime Information Center (NCIC) and N-DEx. Also available via The International Justice and Public Safety Network (NLETS) are systems in all 50 states, in the US Territories, and located internationally.

Help Desk

By clicking on the 'Contact Help Desk' link, an email will be generated automatically with the Help Desk email address pre-populated.
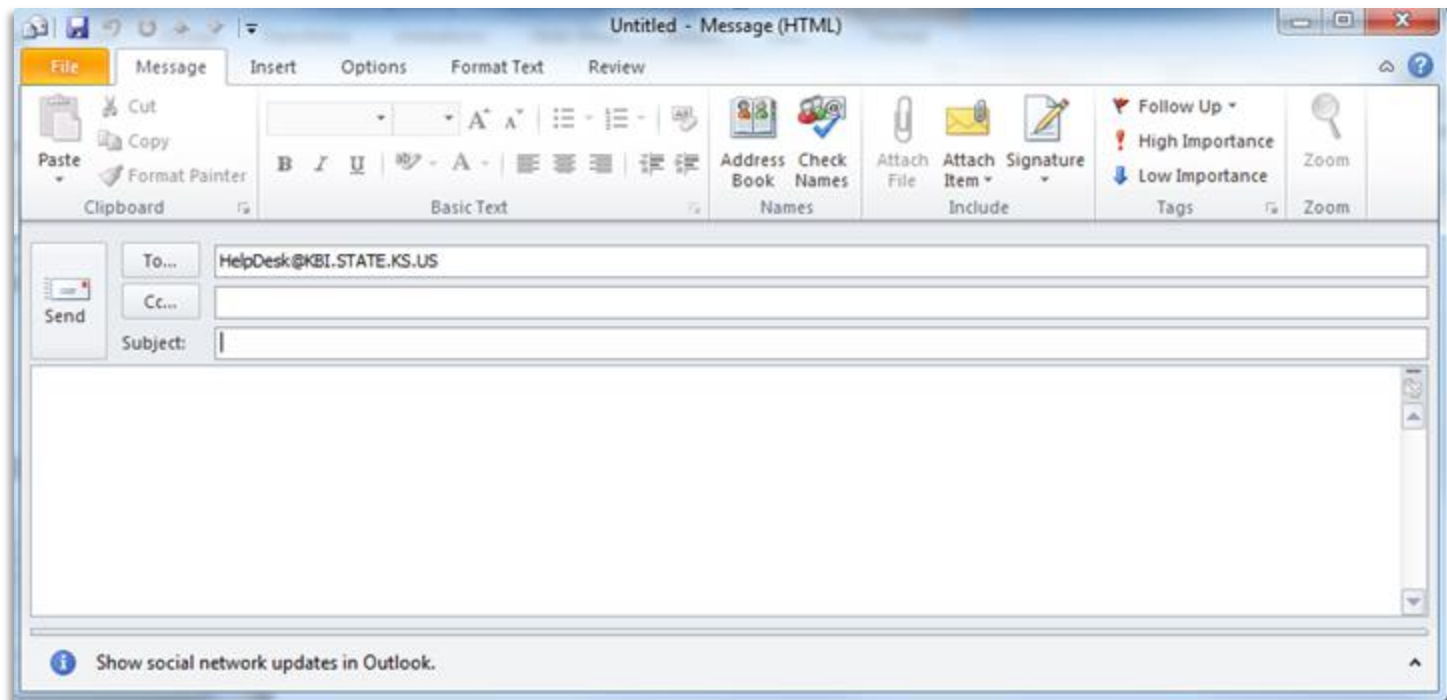
Federal Systems

The following contains documents and links associated with federal systems.

NCIC
NCIC Manual   NCIC 2000 Operating and Code Manual

NICS
NICS LE Guide   National Instant Criminal Background Check System Law Enforcement Guide

NLETS
Nlets Manual   Nlets Manual

Choosing NCIC Manual, NICS LE Guide or Nlets Manual will take your focus to a new window.

KS State Systems

The following contains documents and links associated with state systems.

Amber Alert Documents
Dispatch Poster   Dispatch Poster
KS Amber Plan Investigative CkLst   KS Amber Plan Investigative Check List
KS Amber Plan Leads Sheet   KS Amber Plan Leads Sheet
KS Amber Plan Notification Sheet   KS Amber Plan Notification Sheet
KS Amber Plan Sml Agency Pln4   KS Amber Plan Small Agency Plan
National Amber Plan TITLE III   National Amber Plan TITLE III

Disposition Instructions – eDispositions
Electronic KADR Instructions (2014)   Instructions on how to submit electronic KADRs
Electronic KJDR Instructions (2014)   Instructions on how to submit electronic KJDRs
Errant Disposition Report (2014)   Instructions on using the Errant Disposition Report
Missing Disposition Report (2014)   Instructions on using the Missing Disposition Report

Disposition Instructions – Paper Forms
KADR Instructions CCH-06 (2014)   Kansas Adult Disposition Report Instructions form CCH-06
KJDR Instructions CCH-J3 (2010)   Kansas Juvenile Disposition Report Instructions form CCH-J3

eStatute File
eStatute Application Guide   eStatute Application Guide October 2015
eStatute User Training   eStatute User Training Video October 2015

Field Support Training
eDispo, Search, Alerts, and Offender Summary 2015   Impaired Driving Conference Presentation October 2015

KCJIS
CJIS Launch Pad   Kansas Highway Patrol CJIS Launch Pad
KCJIS User Guide-Oct 2013   KCJIS User Guide-Oct 2013
Upcoming changes to the KCJIS website   Information about new way to access KCJIS Applications 11/15/15
KCJIS Conference Manual Registration Form   Manual registration for the KCJIS Conference 2015

KDOR
CDL Medical Card Data on ZQ Screens   Medical Certification Codes for CDL Drivers located on ZQ Transactions
Driving Record Codes 2013-12-11   Driving Record Codes
Kansas Driver's License Return Field Definitions 2014-03-26 DL Return Field Definitions
Kansas_MKE_Consolidation   KDOR Message Key Consolidation
KDOR TEST RECORDS   KDOR Test Records

Lab
Collection of a DNA sample using the GE EasiCollect 9.15 Collecton of a DNA sample using the GE EasiCollect 9.15
Prelog procedures   DNA Databank Prelog Procedures
DNA Databank training fall 2015   DNA DAtabank training fall 2015

Mug Shots
Mug Shot Guide-Poster(final 4-25-13)   How to take good mug shots
Mug Shot Implementation Guide(final 4-25-13)   Mug shot best practices

KS Technical Information

The following contains documents and links associated with KS Technical Information.

FAQ

ActiveX Control Filtering	ActiveX Control Filtering
Helpful info for KCJIS Windows Upgrades	Helpful info for KCJIS Windows Upgrades
KCJIS Computer Specifications	KCJIS Computer Specifications
KCJIS Web Portal User Guide	KCJIS Web Portal User Guide

Kansas Operating Manual – Interface Developer Packet

Interface Developer Packet 1.1	Overview and Information for the Interface Developer Packet 1.1
Kansas Message Key Book 6.1	Kansas Message Key Book 6.1
KBI Vehicle IEPD_1.2	KBI Vehicle IEPD_1.2
KBI_DL_IEPD_1.0.9	KBI_DL_IEPD_1.0.9
KCJIS Central Message Switch Developer Guide 1.1	KCJIS Central Message Switch Developer Guide 1.1
NLETS NIEM 4.1 Schema	NLETS NIEM 4.1 Schema
OFML Interface Specification 2.0	OFML Interface Specification 2.0
OpenFox Foxtalk Specification 1.1	OpenFox Foxtalk Specification 1.1

Kansas Operating Manual – Interface Developer Packet – LEGACY

SSAP.V.5.0	State Switch Access Protocol V5.0

OpenFox

Messenger 3.0 Upgrade	Updates and Information to OpenFox Messenger 3.06
Network Card Settings	How To Turn Off Power Save On NIC Cards
OpenFox User Guide	OpenFox User Guide

Officer Safety Bulletins

No documents or links available.

KCJIS Information

2014

KCJIS Newsletter FEBRUARY 2014	KCJIS Newsletter February 2014
KCJIS Newsletter MAY 2014	KCJIS Newsletter May 2014
KCJIS Newsletter AUGUST 2014	KCJIS Newsletter August 2014
KCJIS Newsletter NOVEMBER 2014	KCJIS Newsletter November 2014
kcjis_minutes_20140113	KCJIS Committee Meeting Minutes - January 2014
No meeting February 2014	KCJIS Committee Meeting Minutes - February 2014
kcjis_minutes_20140314_approved	KCJIS Committee Meeting Minutes - March 2014
kcjis_minutes_20140410_final	KCJIS Committee Meeting Minutes - April 2014
kcjis_minutes_20140512_approved	KCJIS Committee Meeting Minutes - May 2014
kcjis_minutes_20140614_approved	KCJIS Committee Meeting Minutes - June 2014
KCJIS Minutes 20140714 approved	KCJIS Committee Meeting Minutes - July 2014
KCJIS Minutes 20140811 approved	KCJIS Committee Meeting Minutes - August 2014
kcjis_minutes_20140908_approved	KCJIS Committee Meeting Minutes - September 2014
KCJIS Minutes 20141013 APPROVED	KCJIS Committee Meeting Minutes - October 2014
KCJIS Minutes 20141110 APPROVED - revised 12-11-14	KCJIS Committee Meeting Minutes - November 2014
KCJIS Minutes 20141208 APPROVED	KCJIS Committee Meeting Minutes - December 2014

2015

KCJIS Conf - NICS 2015_the third installment	KCJIS Conf - NICS 2015_the third installment
KCJIS Conf Cloud-Mobile	Jeff Campbell FBI
KCJIS Conf CSP Change	Jeff Campbell FBI
KCJIS Conf E-disposition	Leslie Moore KBI
KCJIS Conf Kansas Interstate Compact	Matt Billinger KDOC
KCJIS Conf KCJIS Reorganization	Ed Klumpp KCJIS Chair
KCJIS Conf Phone Forensics	Patrick Ladd Topeka PD
KCJIS Conf Security Architecture Update	Joe Mandala KBI
KCJIS Conference Welcome and intro	Gordon Lansford KCJIS Director
NLETS Training 2015	KCJIS Conf NLETS Training
KCJIS Newsletter JUNE 2015	KCJIS Newsletter JUNE 2015
KCJIS Newsletter AUGUST 2015	KCJIS Newsletter AUGUST 2015
KCJIS Newsletter NOVEMBER 2015	KCJIS Newsletter NOVEMBER 2015
KCJIS Minutes JANUARY Approved	KCJIS Minutes JANUARY Meeting
KCJIS Minutes FEBRUARY Approved	KCJIS Minutes FEBRUARY Meeting
KCJIS Minutes MARCH Approved	KCJIS Minutes MARCH Meeting
KCJIS Minutes APRIL Approved	KCJIS Minutes APRIL Meeting

For KHP Training dates refer to the CJIS Launch Pad.

Access Requests and TAC Info

The following contains documents and links associated with Access Requests and TAC Info.

KACIS	KCJIS Authorization and Customer Information System
How-To in KACIS	How-To in KACIS
KCJIS Awareness Statement	Awareness Statement for Criminal Justice Information

SecurID Tokens

Help Desk

Token Request Form	Request a New Token or Information on Current Tokens
Replacing Tokens	Instructions on how to replace expiring tokens

KCJIS Access Information

KBI Network Services Application Packet	This packet will provide guidance and collect information necessary for an agency to establish a connection to one or more of KBI services.
KCJIS Connectivity Information	Information Concerning Connectivity to KCJIS and KBI
KCJIS Web Portal MOU Form	KCJIS Agreement

AFIS (Livescan, DigiScan Web, Latent Workstation, MorphoIdent, Mug Shots, MARS)

AFIS MOU	Automated Fingerprint Identification System (AFIS) MOU
AFIS DigiScan Web	DigiScan Web Connection Instructions
AFIS Livescan	Livescan Connection Instructions
AFIS Latent Workstation	Latent Workstation Connection Instructions
AFIS MARS	MARS Connection Instructions

eDisposition

eDisposition Connection Instructions	Connection Instructions for the Kansas eDisposition Service

Kansas Incident Based Reporting System

KIBRS MOU	Kansas Incident Based Reporting System MOU
KIBRS Gateway	KIBRS Gateway Connection Instructions

Kansas Intelligence System

KIS MOU	Kansas Intelligence System MOU
KIS Policy	Kansas Intelligence System Policy
KIS Connection Instructions	Kansas Intelligence System (KIS) Connection Instructions

Services & Info

Security Policies KCJIS Access V1.0 012502	Sample Policy – Between Employee and Agency

SecuRemote

File Download

KCJISSR   Secure Remote File Download - zip file format

Instructions

Digital Certificate Setup   Instructions for How to Setup a Digtial Certificate for R56
Installing Check Point VPN Instructions for Installing Check Point VPN
Site Setup   Instructions for How to Setup a Site for R56

Law Enforcement

Dea 612 Forms
Form 612 Instructions   Form 612 Instructions
Form 612   Form 612

Missing Persons
Kansas Missing Persons Form(Permission to Release Information) Kansas Missing Persons Form(Permission to Release Information)

State Reporting

Biology
Letter for Submission Guidelines for Biological Evidence Letter for Submission Guidelines for Biological Evidence
Submission Guidelines For Biological Evidence   Submission Guidelines For Biological Evidence
DNA Submission Form - Fillable   DNA Submission Form - Fillable

Fingerprints
FPC Change Request Form   Form used to correct a fingerprint card submission

KIBRS
LEOKA   LEOKA Form
Supplemental Homicide   Supplemental Homicide Form

Laboratory Information Management System
Prelog Application-RevG   PreLog Application-RevG
Prelog users guide_ver 1.8RS   Prelog Users Guide_ver_1.8RS
Prelog Training Video   Prelog Training Video (294MB)

Kansas Amber Plan

Amber Alert Documents
Amber Alert Law Enforcement Instructions   Instructions for Law Enforcement on the procedure to activate an Amber Alert

Law Enforcement Agency Instructions

1. If you have an event that could possibly be child abduction, immediately call the KBI at 785-296-8262.

   a. The initial call can be placed by communications staff or other members of the agency.
   b. Be prepared to provide a law enforcement officer point-of-contact that has direct knowledge of the ongoing event
   c. Obtain a photograph of the victim (and suspect if available). Do not delay initial call while seeking the photograph. Send photo to helpdesk@kbi.state.ks.us.

2. The KBI Amber Alert Coordinator will call the agency point-of-contact directly and will compare the event fact pattern to the below criteria.
Do not assume that your event does not meet these criteria - fact patterns may meet the criteria through deduction.

   • There has been a child abduction;
   • The abducted child is 17 years of age or younger or an individual with a mental or physical disability;
   • There is reason to believe the victim is in imminent danger, serious bodily injury or death;
   • There is sufficient information to disseminate to the general public, which could assist in the safe recovery of the victim and/or the apprehension of a suspect.

3. The KBI Amber Alert Coordinator and agency point of contact will determine if an alert will be issued. If an alert is issued:

   a. Constant communication must be available between the point of cantact and the coordinator during the duration of the alert.
   b. Provide a designee that will receive the incoming tips from the call center. Be prepared for a large flow of information.

Frequently asked questions and responses are reviewed on a quarterly basis to ensure all items are current.

Question	Modified
In situations where a vehicle search has only limited information (such as partial tag) and the search cannot be narrowed, how can I see search results beyond the 100 that are returned by default?	1/26/2016 1:26 PM
Where do I find NCIC tests and training information?	1/26/2016 1:25 PM
Where do I find a calendar for NCIC, TAC, and LASO training dates?	1/26/2016 1:25 PM
Can I attend the monthly KCJIS Committee meetings?	1/26/2016 1:24 PM
Where can I find a snapshot of the KCJIS Conference?	1/26/2016 1:24 PM
Can computers with 64-bit Windows versions be used on the KCJIS network?	1/26/2016 1:24 PM
Can all KCJIS users be granted access to the CJIS Launchpad to view training manuals and other resources?	1/26/2016 1:23 PM
How are users added to the CJIS Launch Pad?	1/20/2016 3:12 PM
How do I request changes to responses in OpenFox?	1/26/2016 1:17 PM
When will KCJIS Conference information be made available?	1/20/2016 3:18 PM
Who do I contact for future training on the CPI software?	1/20/2016 3:13 PM
How old are the FAQ's posted on the KCJIS Web Portal?	1/20/2016 3:12 PM

Suggestion Box - Your Submissions

	ID	☐ Submitter	Title	Suggestion	☐ SME	Status	Status Date	Status Comment
☐								

There are no items to show in this view of the "Suggestion Box" list. To add a new item, click "New".

✚ Add new item

Suggestion Box - Help Desk   ☐

☐	Edit	ID	Title	Suggestion	Status	Status Date	☐ SME	☐ Submitter	Submit Date	Submitter Contact Info
☐	📝	75	Internet Explorer	Microsoft is ending support for Internet Explorer on January 12, 2016. What will this do to the programs the state uses which are only compatable with IE such as KSMART validation viewer and Open Fox?	Pending	1/20/2016	DENISE WHEELER	ALISHA MARKLEY	1/7/2016	Alisha Markley Communications Director TAC/LASO Greeley County Sheriff's Office (620)376-4233 amarkley@fairpoint.net
	📝	74	ROR print page	When trying to print the ROR page can we go back to the old format? The current format is a huge picture and very large print and we are printing off 4-6 pages each time when it was 1-2.

Thank you!! | Pending | 1/6/2016 | | EMILY VIDRIOS | 1/5/2016 | Emily Vidrios KDOC/EDCF 316-321-7284 ext 22696 emily.askren@doc.ks.gov |
| | 📝 | 73 | KCJIS Website Searches | I do a lot of searches for the CCH and ROR on many individuals. In the old system, we could just click on the person's name and all their documents would come up on a list. Then I could click on the documents I needed and print. I didn't have to go search for them. Now, I have to go search for each document for the same person separately. Is there a way to put it back to clicking on the individual's name and getting all their documents on a list so we don't have to go search for the right ones? Also, is there a way to save what | Pending | 1/5/2016 | | JAMIE COX | 1/5/2016 | Jamie Cox Offender Registration KDOC/TCF 785-559-5037 jamie.cox@doc.ks.gov |

Most FAQ's are developed in response to the suggestion box.

Suggestion Box - Your Submissions

	ID	Submitter	Title	Suggestion	SME	Status	Status Date	Status Comment

There are no items to show in this view of the "Suggestion Box" list. To add a new item, click "New".

✚ Add new item

Suggestion Box   ☐ ✕

KCJIS

[Save]   [Cancel]

Title *   [|]

Suggestion *   [   ]

Enter your suggestion. Please be as detailed as possible. Attach document(s) if necessary.

Submitter Contact Info   [   ]

Please list your phone number and/or email address

[Save]   [Cancel]

OPENFOX - ARCHIVE RETRIEVAL CLIENT

This feature allows TACs the opportunity to review transactions completed under their own ORI.

Log into OpenFox

- Click on "Modules" in the upper right corner
- Select "Archive Retrieval Client"
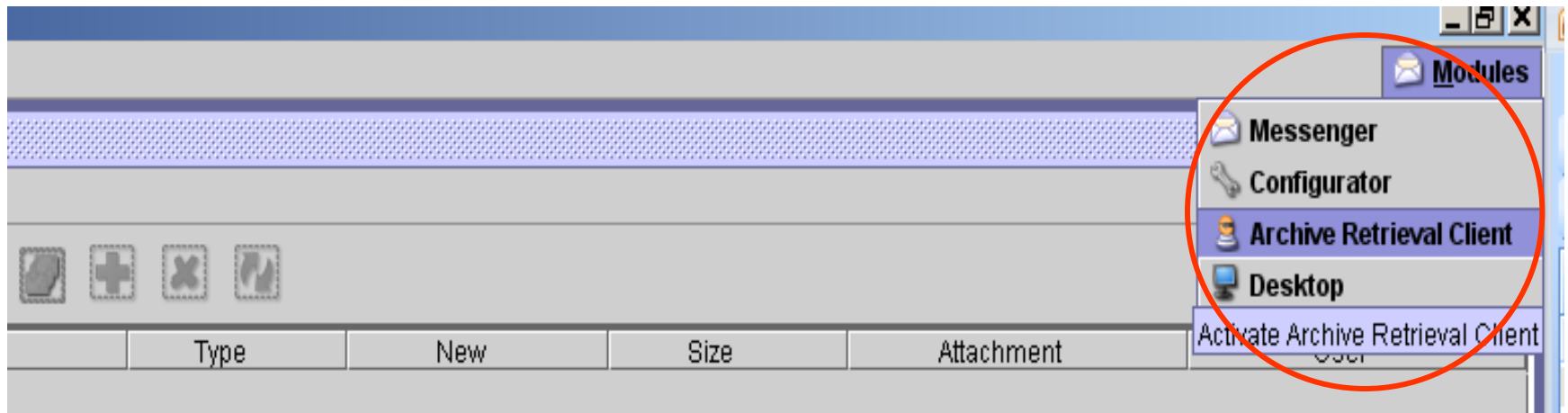
OPENFOX - ARCHIVE RETRIEVAL CLIENT

Choose your start and end date (defaults to current date)

If you chose to use a specific time frame place the time by hour, minutes, seconds consecutively i.e.; 09:15 would be 091500.

NOTE: Utilizing start/end times will limit the search to that time frame for each date searched. Unless you know your intended search results are within specific hour parameters, leave these fields blank.

OPENFOX - ARCHIVE RETRIEVAL CLIENT

You have two types of search options:

Quick Search or *Detail Index Search*

QUICK SEARCH

Under the "Quick Search" tab there are three options:

- Search by Master Reference Index

- Search by Terminal ID and Sequence #

- String Search

DETAIL INDEX SEARCH
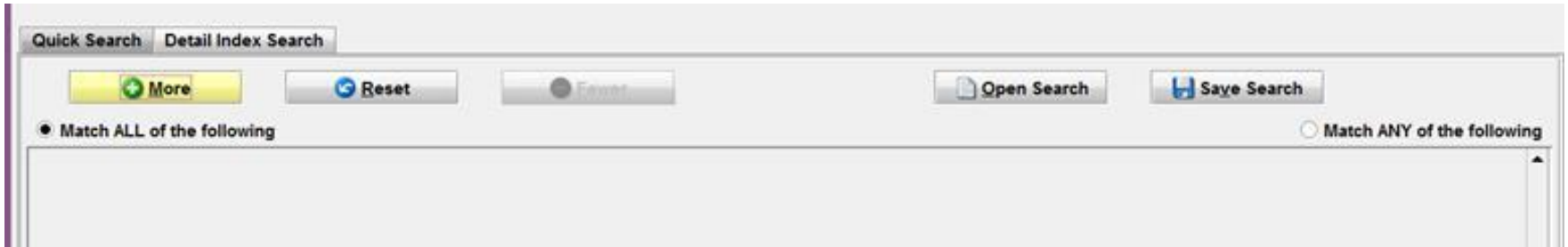
Under the "Detail Index Search" (the most user friendly) tab there are two options:

- Match all of the following (this is an "AND" type search)

- Match any of the following (this is an "OR" type search)

DETAIL INDEX SEARCH
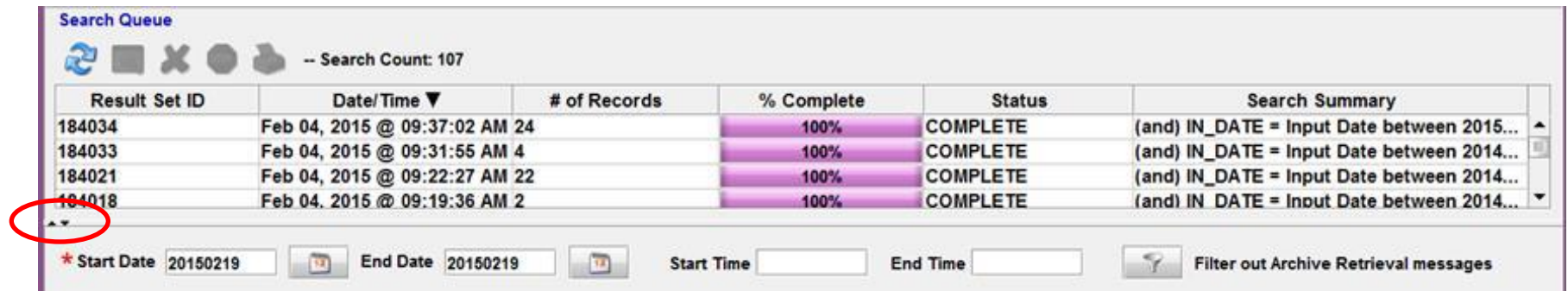
You can add additional search criteria/parameters to your search by clicking the "More" button.

Note: The parameters pictured will produce a report detailing your agency's inquiries into criminal history records by all users in your ORI for the specified time frame.

DETAIL INDEX SEARCH

After clicking search, your results will return above your General Search Criteria.

It may be necessary to "drag" the double arrows down to view the search results behind the search criteria.

Once the search is 100% completed, double click on the line of the current search.

DETAIL INDEX SEARCH

Double – clicking will open a detail window of your search.

Each line, once highlighted will show a summary.

DETAIL INDEX SEARCH

Print entire list of records

Print a report of selected records

Notes	MRI	MKE	IN_TIME ▼	IN_SEQ	IN_STN	OUT_TIME	OUT_S...	OUT_...	UID	SID
	5305655	KCS	20150129:150126	11377	ELMERS2				KANHPJL4	
	5305642	KCS	20150129:150124	8	KANHP0...	20150129:150...	10330	HFS	KANHPJL4	
	5305642	KCS	20150129:150124	8	KANHP0...	20150129:150...	42365	ELMERS	KANHPJL4	
	5305642	KCS	20150129:150124	8	KANHP0...				KANHPJL4	
	5305411	KCS	20150129:150025	11353	ELMERS2				KANHPJL4	
	5305402	KCS	20150129:150023	7	KANHP0...	20150129:150...	10309	HFS	KANHPJL4	
	5305402	KCS	20150129:150023	7	KANHP0...	20150129:150...	42272	ELMERS	KANHPJL4	
	5305402	KCS	20150129:150023	7	KANHP0...				KANHPJL4	
	5305228	KCS	20150129:145942	11336	ELMERS2				KANHPJL4	
	5305216	KCS	20150129:145940	6	KANHP0...	20150129:145...	10295	HFS	KANHPJL4	
	5305216	KCS	20150129:145940	6	KANHP0...	20150129:145...	42206	ELMERS	KANHPJL4	
	5305216	KCS	20150129:145940	6	KANHP0				KANHPJL4	

-- Record Count: 24

CJIS LAUNCH PAD

https://cjisaudit.khp.ks.gov/launchpad/

This is an "open" website, which can be accessed from any internet connected device. Additionally, it operates separately from OpenFox and KACIS.

CJIS LAUNCH PAD

Three of the current six applications are also considered "open".

These applications can be accessed without a user log-in.

CJIS DOCUMENTS

Click on "CJIS Documents."

CJIS DOCUMENTS

The CJIS Documents page is always an ongoing work-in-progress… Currently posted are the FBI CJIS Security Policy, the current TAC Manual and Audit Standards along with CJIS Unit contact information and various KCJIS forms, including the NCIC and Kansas Warrant File Entry and Validation Worksheets.

CJIS TRAINING

Click on "CJIS Training."

CJIS TRAINING

Populating the CJIS Training page is also as an ongoing project…

This page currently contains the current KCJIS Trainer/Auditor map, Training Schedule, BLECO Information and the BLECO Registration form along with various Training PowerPoint presentations and will include any KCJIS Conference information when/as available.

CJIS LINKS

Click on "CJIS Links."

CJIS LINKS

This page currently contains links to the FBI CJIS Security Policy, KCJIS Secure Portal, National Weather Service (NWS), Internet Crime Complaint Center, the FBI's Law Enforcement Online LEO or LEEP portal, and the US-CERT page.

CJIS LAUNCH PAD

The CJIS Manuals application is available to all users but requires a username and password as federal regulations do not allow for posting the NCIC Manual on an open website.

CJIS MANUALS

Logging into CJIS Manuals will be accomplished with the use of your KCJIS UserID as the username and the agency ORI (with all letters in the ORI in uppercase) as the password.

If you are unable to log in, contact a KHP CJIS Unit Trainer/Auditor.

CJIS MANUALS
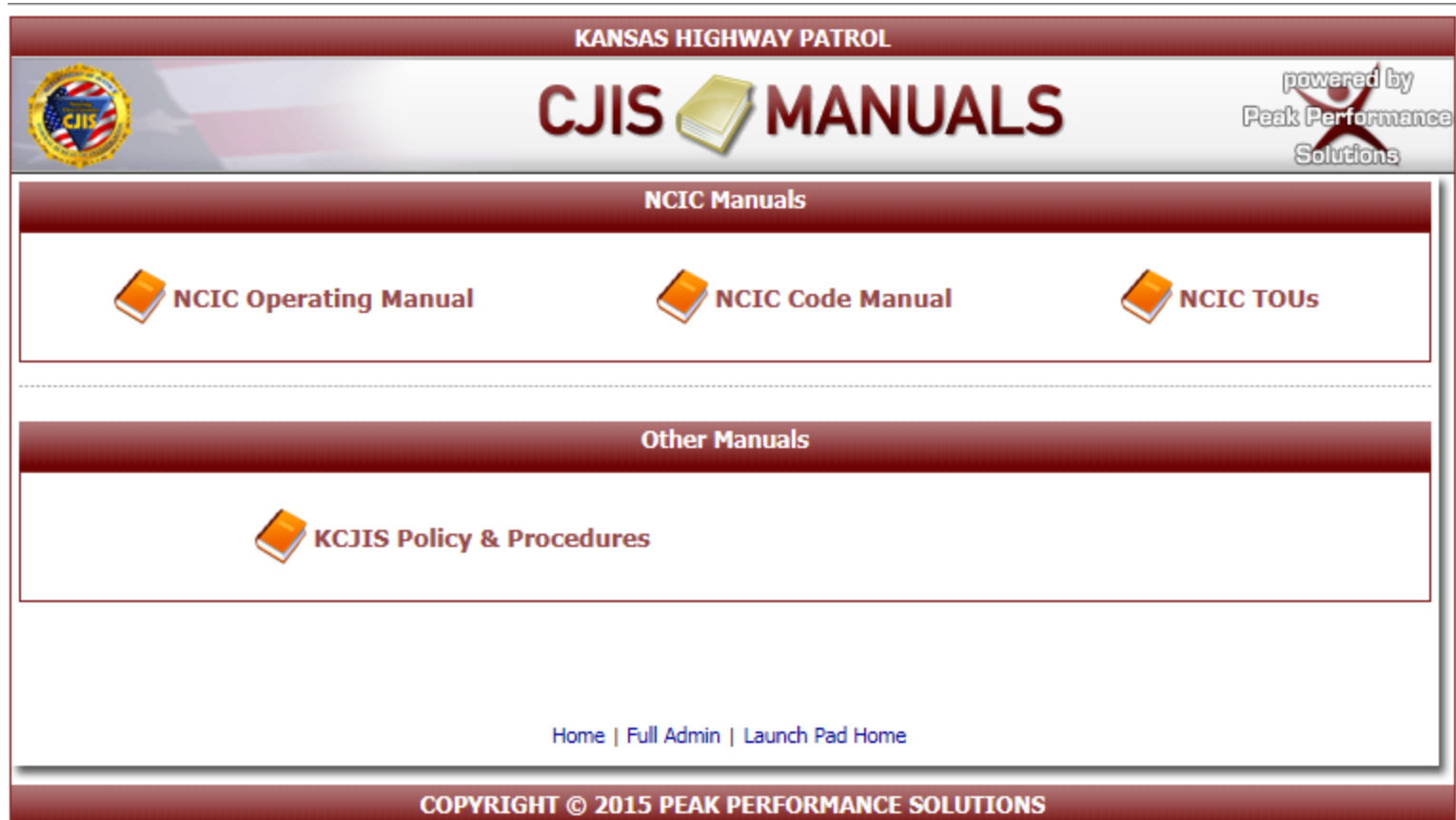
The resources currently available within the CJIS Manuals application.

nexTEST

The NCIC testing (initial certification for only the Limited Access users and recertification for both Limited and Full access) has been converted to an on-line automated process.
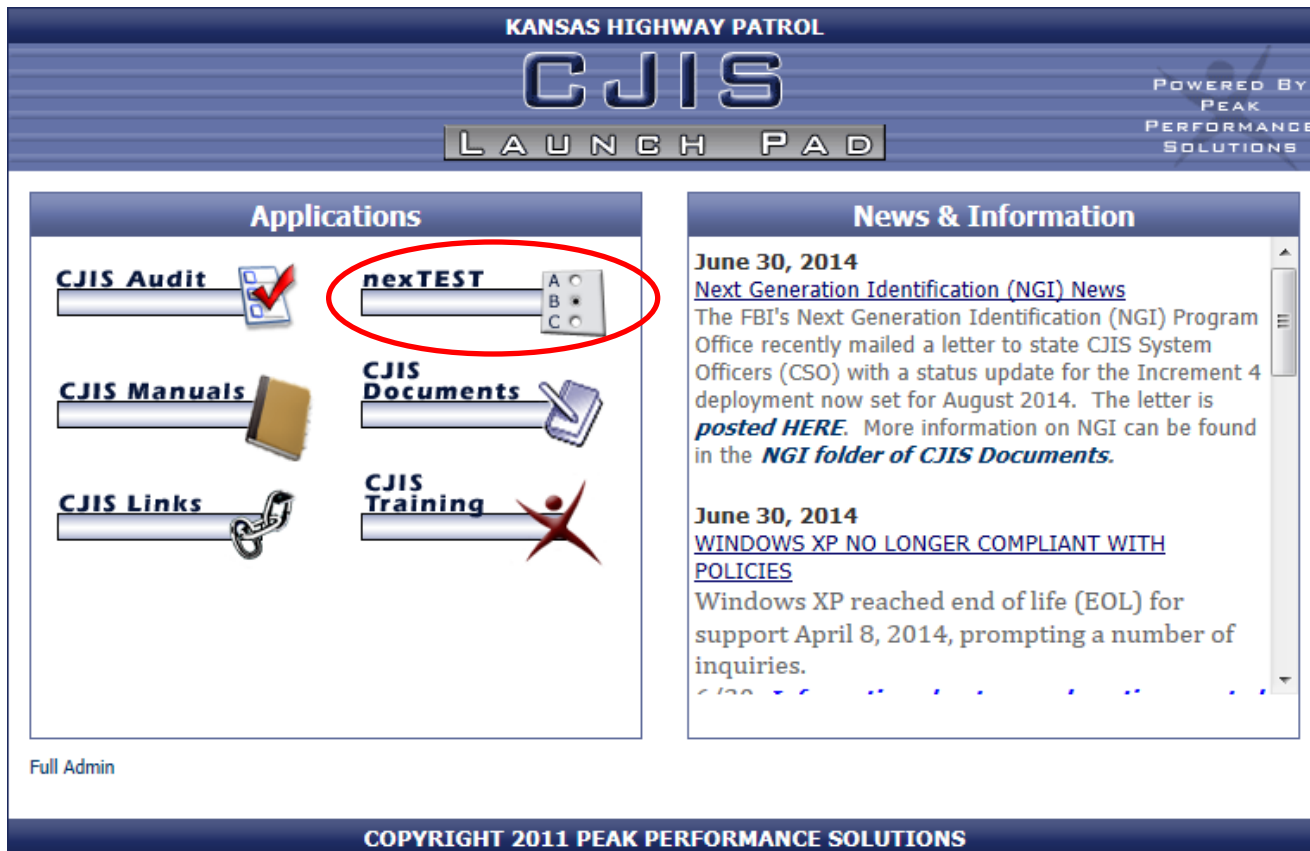
Clicking on the nexTEST icon…

nexTEST

…will produce the login page.

Any user seeking to complete a test will click on "USER LOGIN"

nexTEST

User Name = KCJIS USERID

Password = Agency ORI (with letters in uppercase)

Click "SUBMIT"

nexTEST

If the user is informed he/she is not an active user, then the agency TAC will need to change the 'Status' field in the user's profile from "inactive" to "active."

nexTEST

If the user successfully logs in but is advised "No Certification Level Assigned", contact a KHP CJIS Unit Trainer/Auditor with a request to modify the nexTEST user account with the intended certification level.

nexTEST
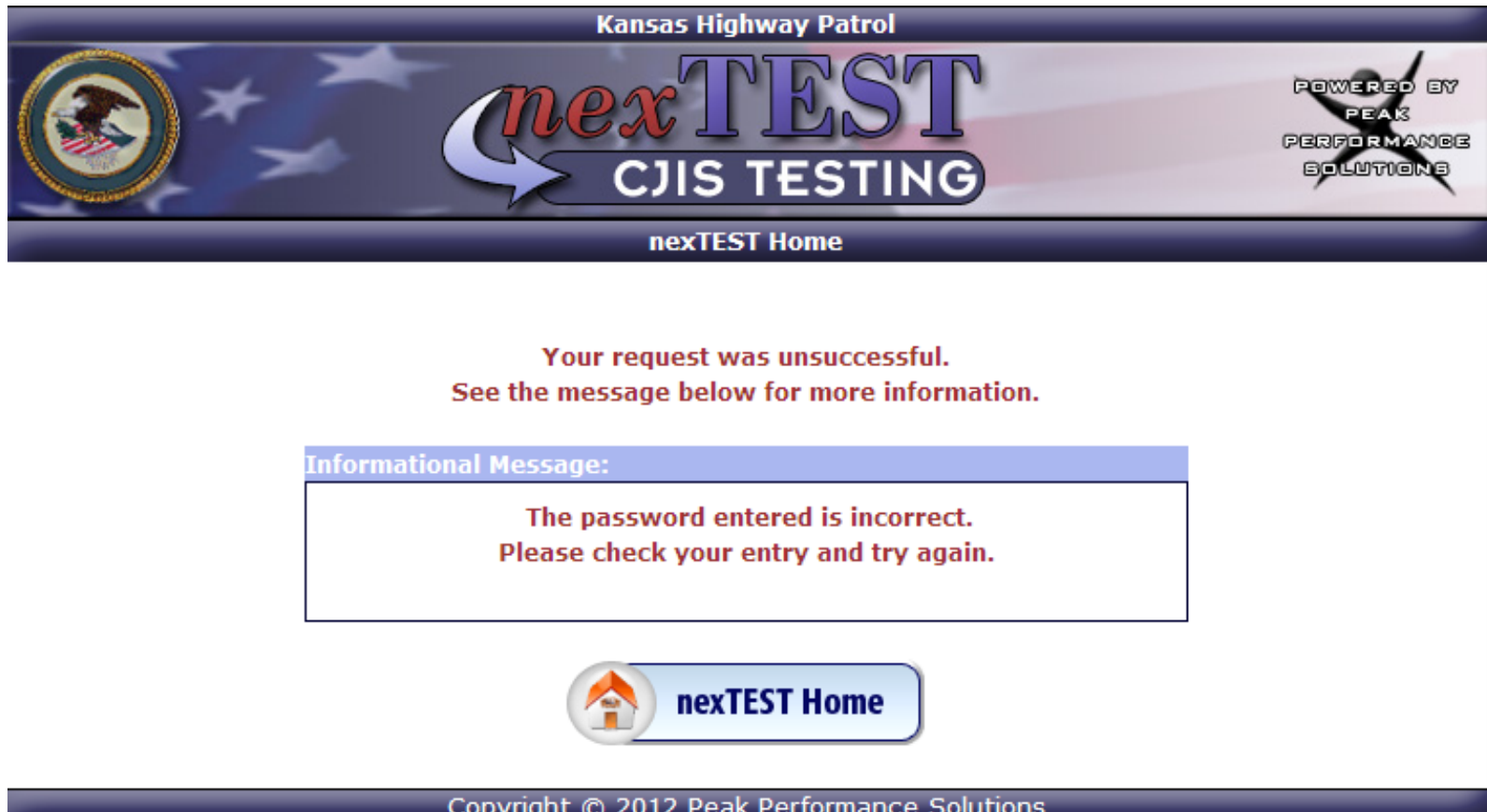
If the user is advised the password is incorrect, the user should try again, carefully, and if still incorrect, contact agency TAC to have the password changed.

nexTEST

Once logged in, the user will be presented with only the version of the test appropriate to his/her established "Certification Level".

If the name and the test version are correct, click "Continue Test". If the test version is not what is expected, contact your Trainer/Auditor.

nexTEST

Hello, JERIMIAH JOHNSON

Please confirm you wish to take the following test:

Limited Access NCIC Certification

Test Description:

This test is for NCIC Terminal Operators who have Limited Access.

This test is not timed.

Click the CONTINUE button to take the test or CANCEL to return to the nexTEST Home Page.

CANCEL   CONTINUE

POWERED BY
nexTEST

The user should again ensure the displayed name is correct and that the test appropriate to the users access level is being presented.

If so, click "CONTINUE."

nexTEST

- The tests consist of a combination of True/False and multiple choice questions.

- Every user will be presented with a randomly arranged set of questions.

nexTEST

A user may select "Save For Later" and return, within 5 days only, to complete the test.

nexTEST
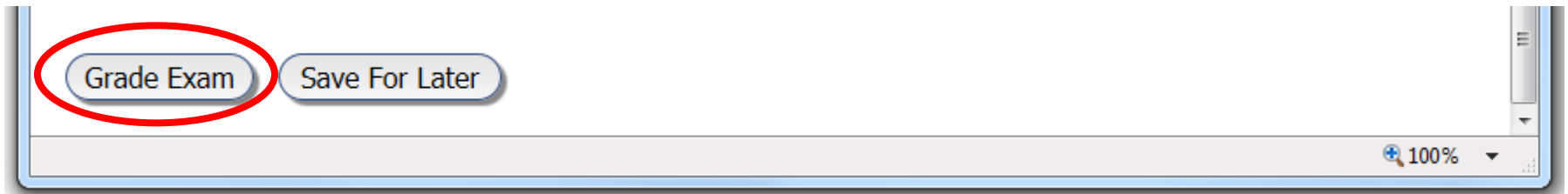
The user clicks "GRADE EXAM" when the test is completed.
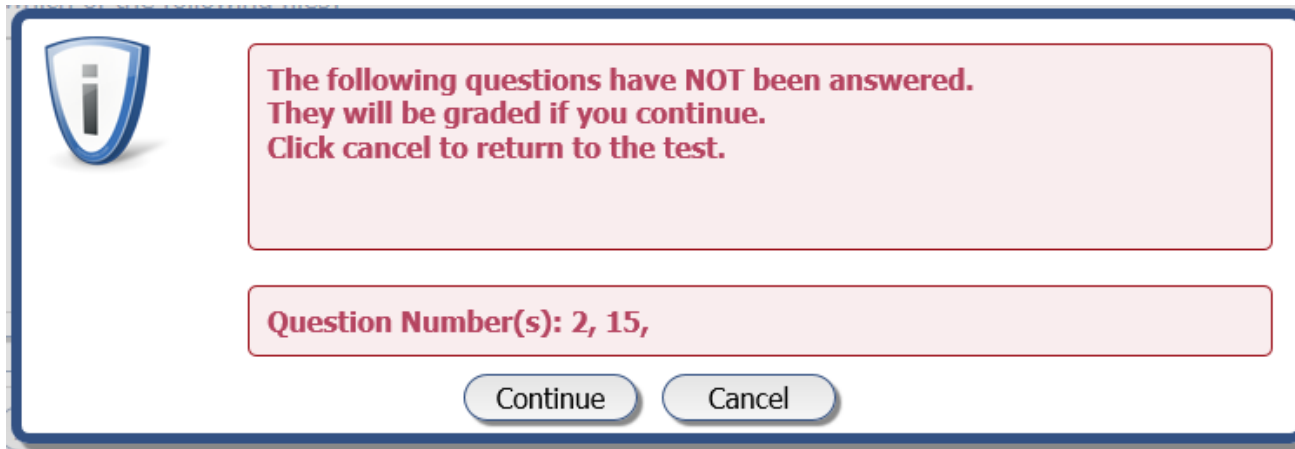
- If a user failed to answer any questions he/she will be advised which questions have not been answered.

- Click cancel at this point to return to the test.

- If the user continues without answering, these questions will be graded as incorrect answers.

148

nexTEST

Click "Continue" to submit your answers

Please confirm you wish to submit your test for grading.

Continue   Cancel
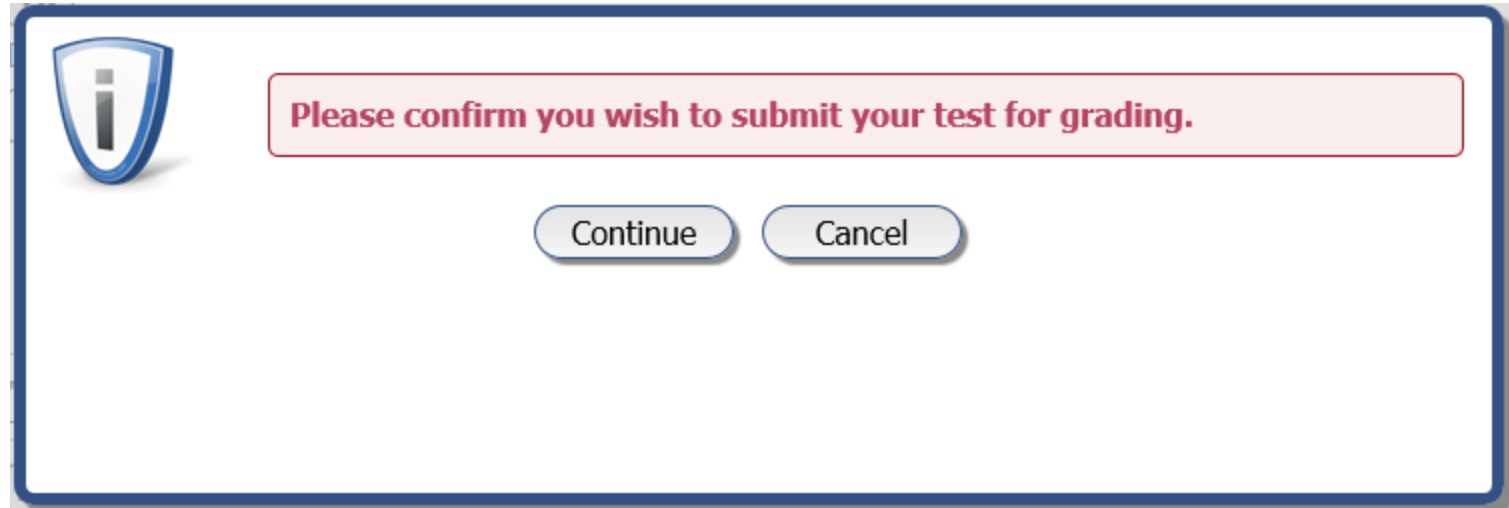
You will be advised that nexTEST is verifying the connection to the server and will submit your test for grading.

nexTEST

Congratulations!

As identified by your logon, **JERIMIAH JOHNSON**, you completed the **Limited Access NCIC Certification** exam on **November 8, 2013**. You answered 16 out of 20 questions correctly and achieved a score of **80.0%**.

Time it took to complete the exam: 14 Minute(s) 49 Second(s)

Print Your Certificate

PDF

Test Feedback

Below are the questions you missed and the answers you selected.

- The user will be advised immediately if the test is passed or failed.

- Any answers that were incorrect will be shown along with the anticipated correct answer.

- If the test receives a passing grade, the user may print a certificate at this point.

Click "LOGOFF" to exit.

nexTEST

- The tests are not timed.

- The user may minimize the nexTEST program to the task bar at any time, and return to it as many times as he/she wishes until it is complete.

- If testing results in a failing score, the user may immediately retake the test. However, three failed attempts will lock the user out of the testing application. TAC must then contact a KHP CJIS Unit Trainer Auditor to regain access.

- Individual users also have access to review their own test history within the nexTEST application.

NON-NCIC CERTIFICATIONS & TRAINING REGISTRATION

"CJIS Security & Awareness" is the only "Non-NCIC" test available.

TRAINING REGISTRATION

Individual users <u>may</u> register themselves for various classes (NCIC, TAC and LASO) via the nexTEST application but, agency administrators may wish to exercise control over class registrations for agency staff.

nexTEST

A designated nexTEST "Administrator" wishing to perform any administrative functions within the nexTEST application will…

…click on "Agency Login"

nexTEST

The administrator's initial login for access to the administrative functions is the same as that of a test taker.

User Name = KCJIS USERID

Password = Agency ORI (with letters in uppercase)

Click "SUBMIT"

nexTEST

By clicking on "My Info"…
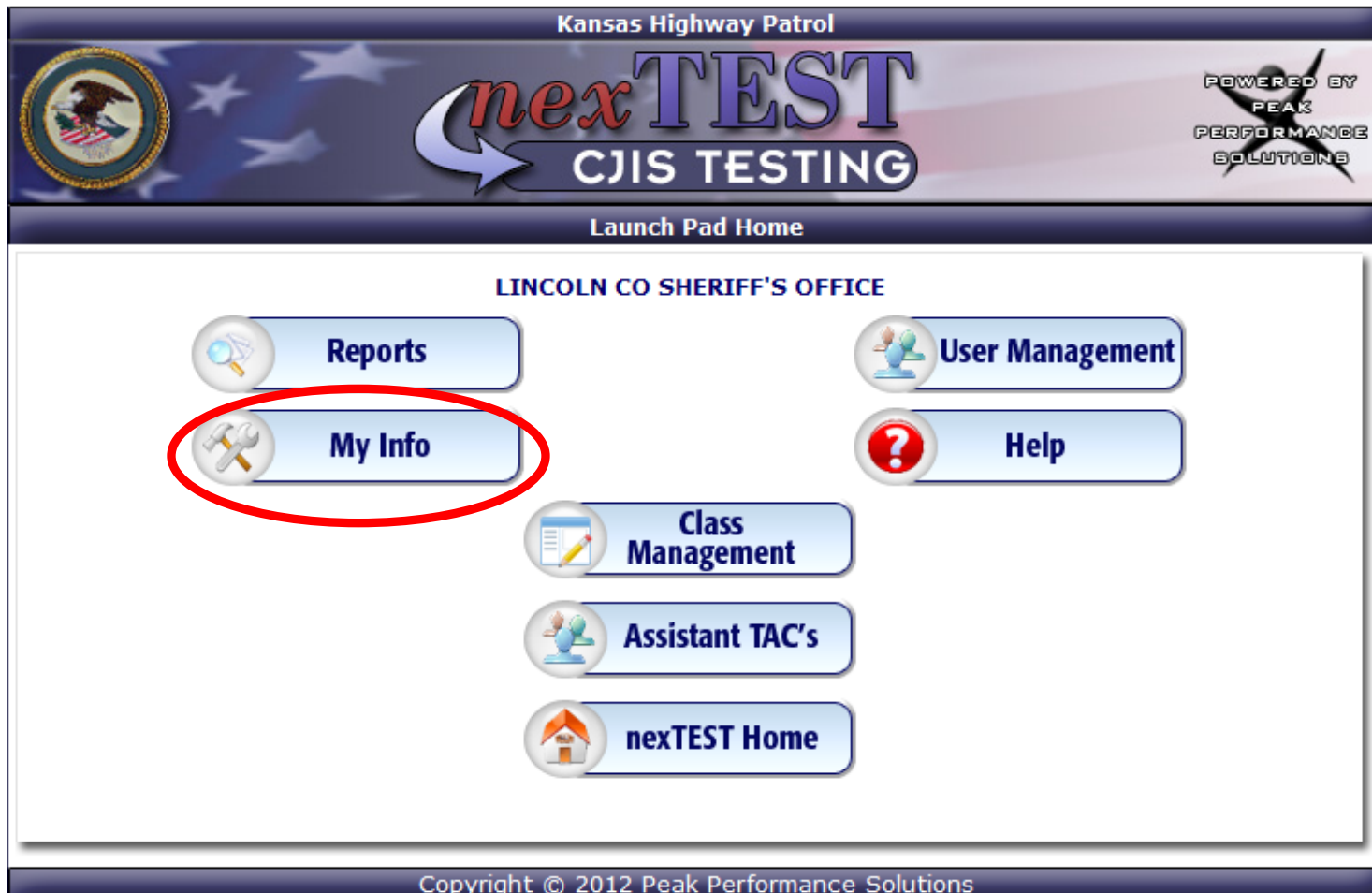
nexTEST

…any TAC (Administrator) has the option of changing his/her password in the interest of preventing potential access to the administrative functions by unauthorized users.

nexTEST

On this same page, only the "primary" TAC (Administrator) will see the option of adding or changing his/her email address. An email address(es) for any Assistant Admin(s) may be added to the CC email address line. If multiple addresses need be entered, then simply separate them with a semicolon. If an address is inputted, then he/she will receive email notifications concerning users expiring in the next 60 days.

nexTEST

Only those users designated as 'administrators' will have administrative functions within the nexTEST application.
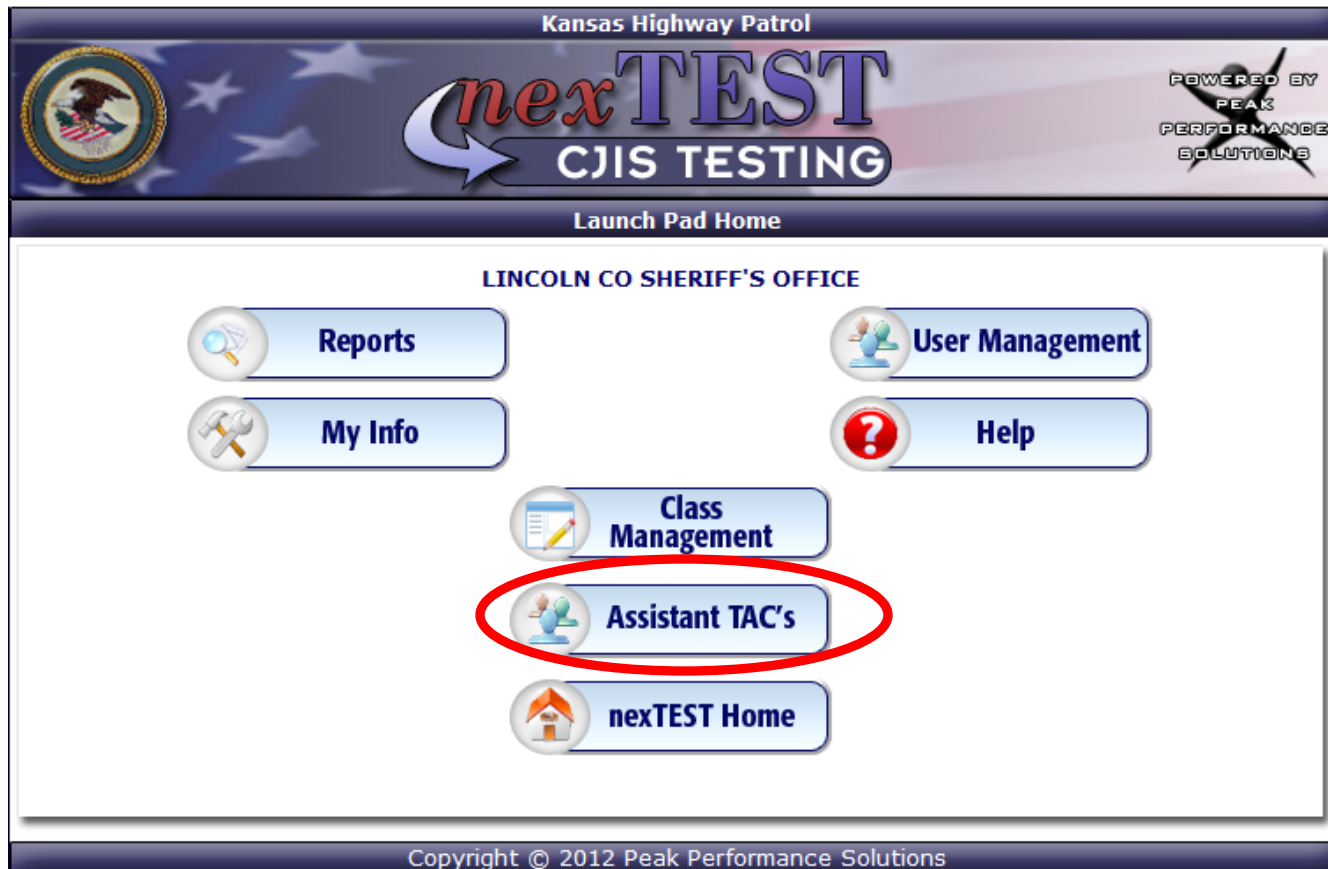
An Agency Administrator can assign "Assistant Administrators".

nexTEST

To view a list of available "Assistant Admins" …

…click the "Assign Assistant Admins" button.

nexTEST

Clicking the "Add" button next to a name will assign the user the "Assistant Admin" role within the nexTEST application <u>only</u>.

ADDING USERS INTO nexTEST
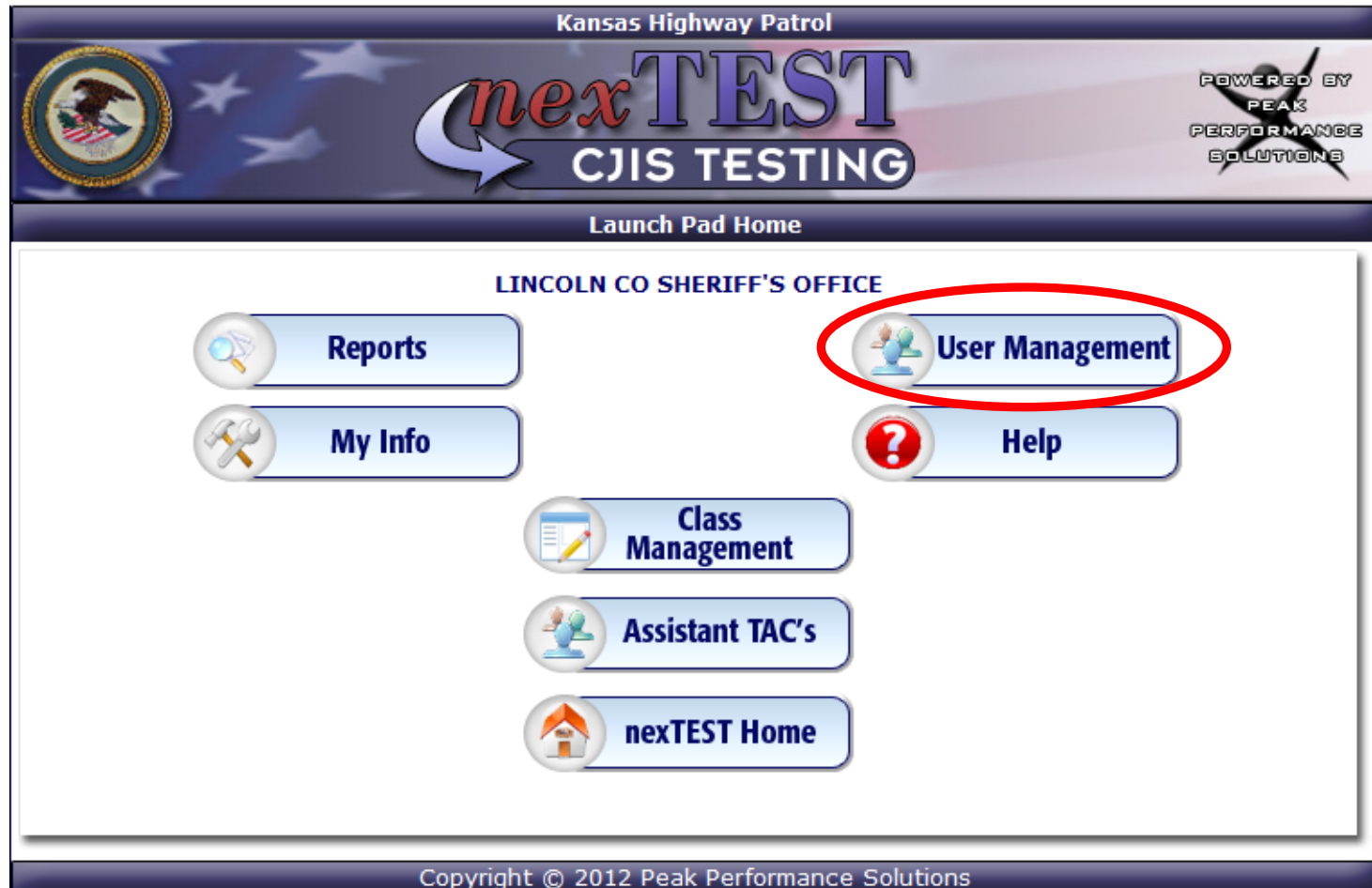
Click on "User Management"

ADDING USERS INTO nexTEST

Click "Add User" at the top of the page

ADDING USERS INTO nexTEST

- **Use all Upper Case letters.**

- **Enter the new user's name.**

- **The only choice available for ORI will be your agency's.**

- **The only choice available under "Certification Level" is "Awaiting Training."**

- **Enter the date the new user was fingerprinted.**

- **Enter the KACIS assigned User Name.**

- **Enter your agency's ORI as the password for each user and repeat for confirmation.**

- **The "Minimum Retest Time" is defaulted to "1 second" and "Status" is defaulted to "Active."**

- **Check the box next to "CJIS Security & Awareness" for all users.**

Once you have confirmed all data is correct, click "submit"
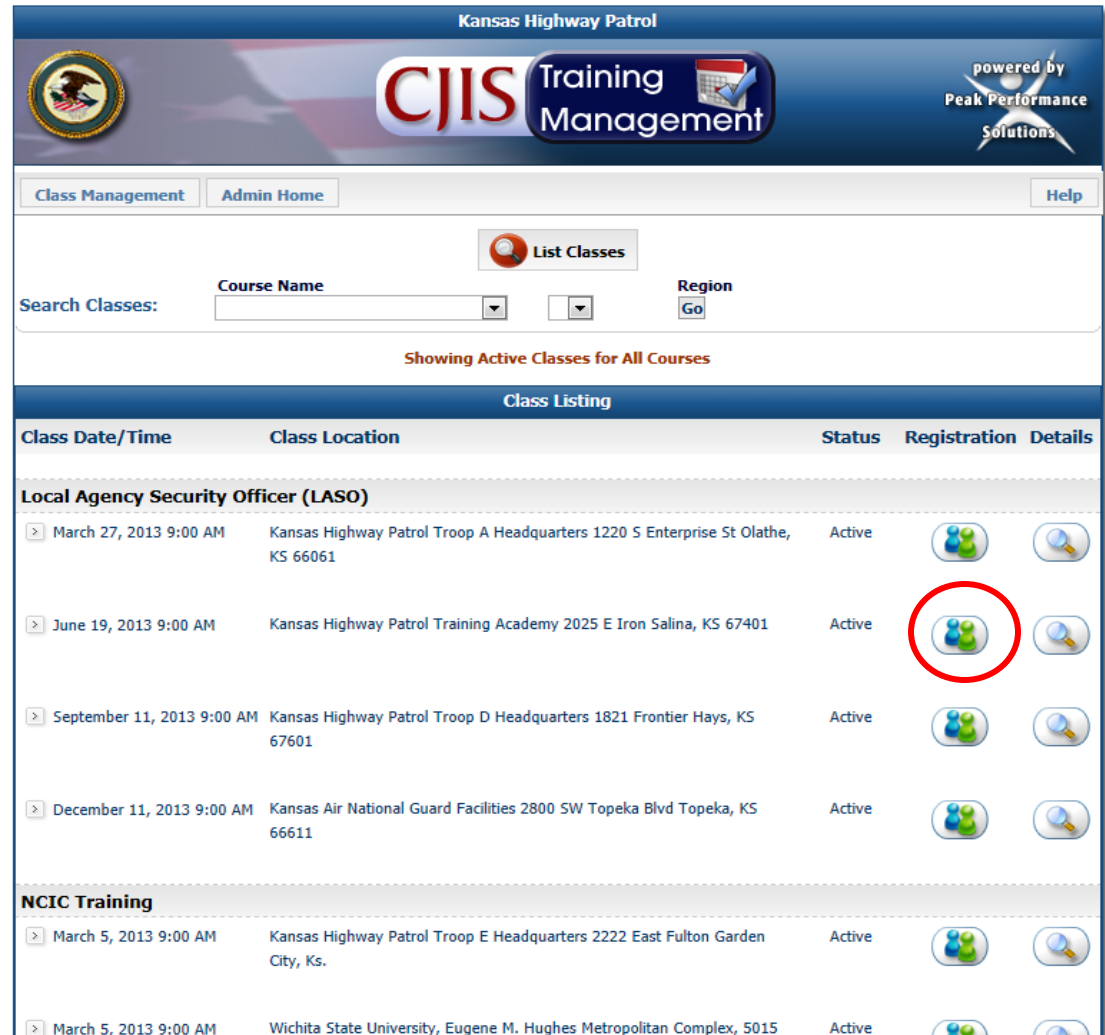
REGISTERING USERS VIA nexTEST FOR CLASS ATTENDANCE
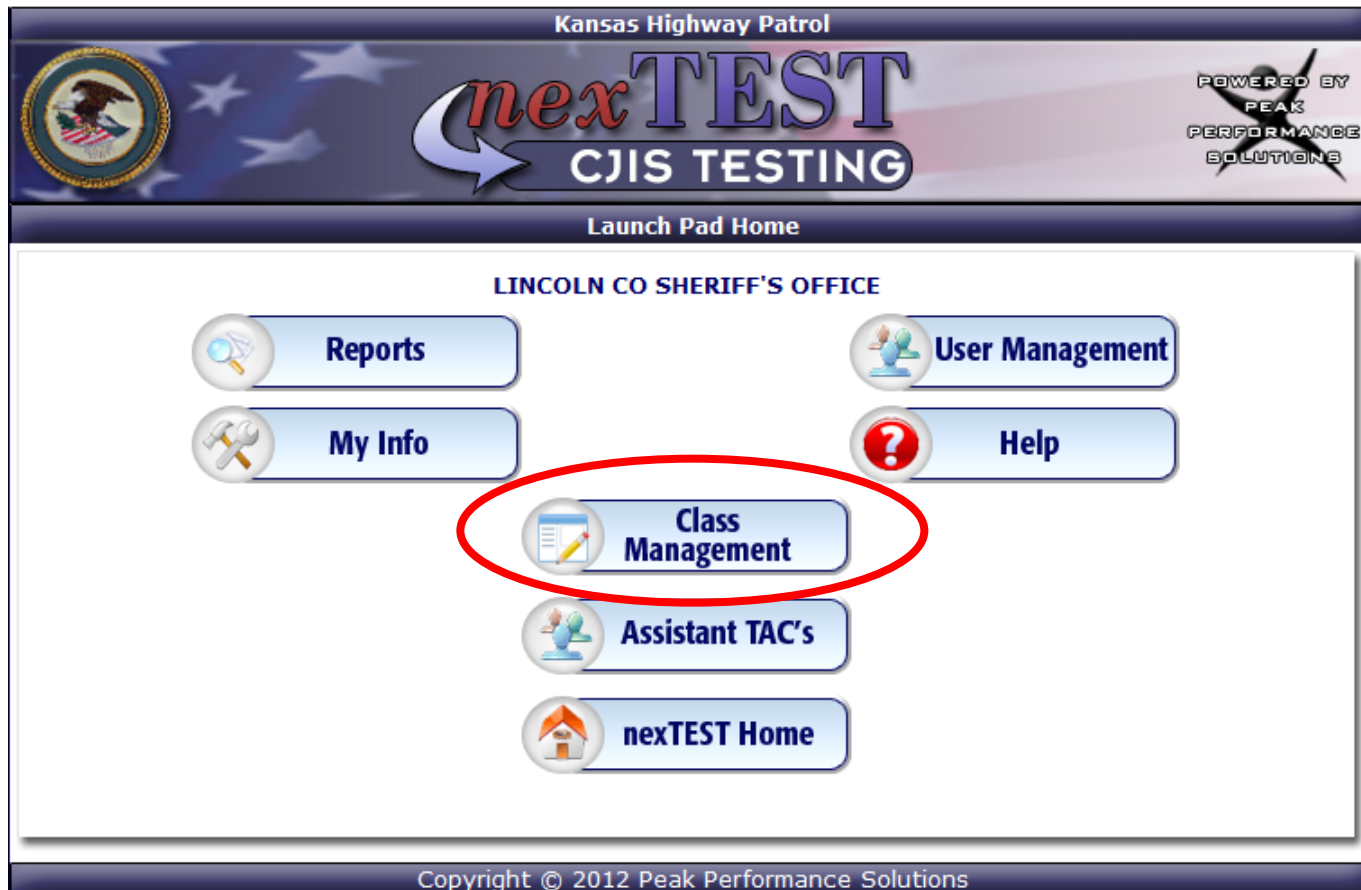
Click on "Class Management."

REGISTERING USERS VIA nexTEST FOR CLASS ATTENDANCE

- Locate the desired class, date and location from the list of available classes   (there are multiple pages so you will have to click "next" to view additional pages).

- Click on the "Registration" icon associated with the desired class.

REGISTERING USERS VIA nexTEST FOR CLASS ATTENDANCE

- Under the "Students Not Registered" Column on the left side of the page, enter the last name of your intended registrant and click "go" or press the "enter" key.

- When you've located your intended user in this column, click the "Enroll" icon next to that user's name to add the user to the "Students Registered" column on the right side of the page.

167

REMOVING A USER FROM A CLASS ROSTER

In the "Students Registered" column, you may remove a specific user from a class roster by clicking on the "Withdraw" icon next to the user's name.

MONITORING CERTIFICATION STATUS

Click on "Reports."

MONITORING CERTIFICATION STATUS

Select "Expiration Report."

MONITORING CERTIFICATION STATUS

Use the dropdown box to select which users you would like to display.

(The default is to "show active only." The other available choices are "show active/inactive users", "show inactive only", "show all users.")

MONITORING CERTIFICATION STATUS

The default is to produce the expiration report for the current month.

MONITORING CERTIFICATION STATUS

For most agencies, it will likely be preferable to select "All Dates in the Data Base," which is actually all users associated with the agency.

MONITORING CERTIFICATION STATUS

By system default, the resulting list is arranged alphabetically but…

MONITORING CERTIFICATION STATUS

…you can select to sort by expiration date.

This will place the expired, or nearest to expiration, users at the top of the list.

MONITORING CERTIFICATION STATUS

BALDWIN, JESSE	KANHPJL2	KSKHPQ000	Limited Access NCIC Certification	Sun Jan 12, 2014
BALES, DAVID	KANHPDSB	KSKHPQ000	Limited Access NCIC Certification	Fri Jun 6, 2014
BALLINGER, KIP	KANHPKCB	KSKHPQ000	Limited Access NCIC Certification	Sat Aug 25, 2012

Showing 1 - 20 of 529

Pick a Page ▾

Next Listing ▶

🏠 **nexTEST Home**

For larger agencies, the list of users may continue on additional pages.

Click "Next Listing" to view the next page.

MONITORING CERTIFICATION STATUS

By selecting "User Management" again…

MONITORING CERTIFICATION STATUS

…an Administrator can search for users by Last Name, Username or by simply the first letter of a last name.

MONITORING CERTIFICATION STATUS

With a specific user identified, select "Tests".

MONITORING CERTIFICATION STATUS

This provides the test date, test score and grade for the selected user.

You can also print off a certificate of training for your agency records.

MONITORING CERTIFICATION STATUS

Clicking "View" next to an individual user's name…

MONITORING CERTIFICATION STATUS

...will display the "user details" for the selected user including username, agency, certification level and expiration date.

CJIS LAUNCH PAD

"News & Information" is available on the CJIS Launch Pad website for announcements of any changes or newsworthy happenings.

CJIS LAUNCH PAD

CJIS Audit will be utilized to complete on-line Audit Questionnaires.

CJIS AUDIT

Only those previously designated in the system as an Agency Administrator or Assistant Administrator may access "Agency Login".

The "FullAdmin Login" is reserved for members of the KHP CJIS Unit.

CJIS Audit
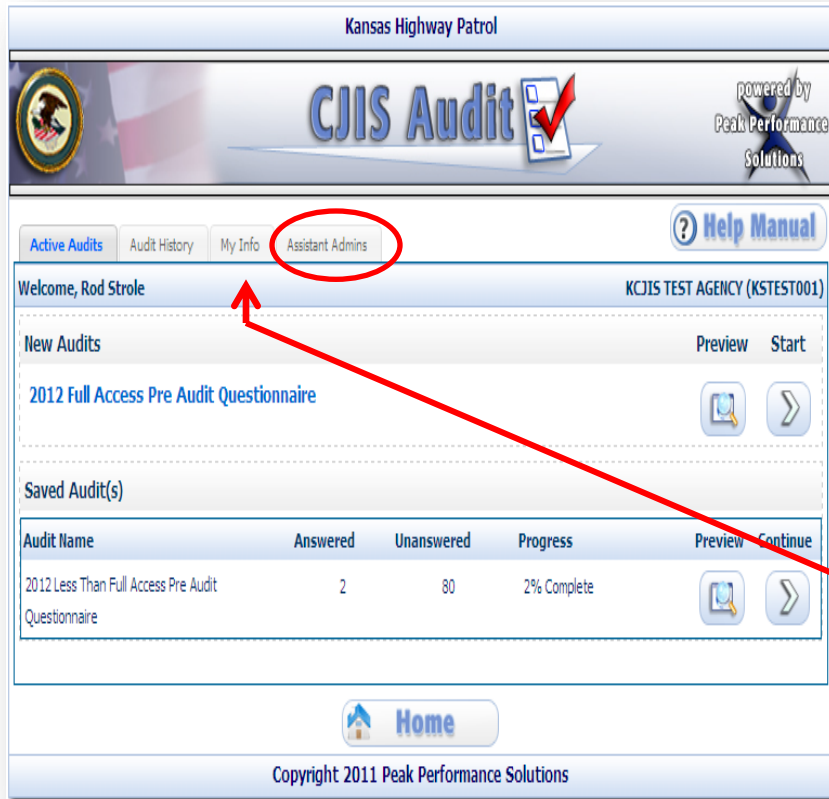
User Name = KCJIS User ID (not case sensitive)
Password = Agency's ORI (case sensitive…all letters must be UPPER case)

CJIS Audit – TAC/Assistant TAC Login

Main TAC/Agency Admin Screen

Assistant TAC's/Admin Screen

All "Admins" can change their Password under the "My Info" tab. However, only the Agency Admin/Primary TAC will have access to an additional tab to assign/un-assign any designated "Assistant Admins" for the agency.

CJIS Audit – "My Info" Tab

Note! "CJIS Audit" is an application separate from "nexTEST". Designations or changes made in one application may not carry over into the other application. So, be sure to make appropriate changes to both nexTEST and CJIS Audit.

Email Notifications

In order to receive email notifications concerning outstanding audit documents, an Agency Administrator/Primary TAC will need to include his/her email address and any additional Assistant Administrator('s) email address(es) as deemed necessary. Multiple addresses can be inputted, simply separate them with a semicolon.

CJIS Audit – "Assistant Admins" Tab

Reminder! Only the main TAC/Administrator will have this option.

Again! "CJIS Audit" is an application separate from "nexTEST". Any previous designations of Assistant Admins within nexTEST will not carry over into CJIS Audit. The reverse is true as well.

Administrators and Assistant Administrators

If/when an agency submits a KCJIS 188, Agency Contact Form, indicating an addition or change in relation to the primary or alternate TAC designations, the KHP CJIS Unit will review the Administrator and Assistant Administrator(s) as noted within both the nexTEST and CJIS Audit applications.

The "Admin" designations in both applications will be updated, as necessary, to coincide with the information submitted via the KCJIS 188 form.

CJIS Audit – "Active Audits" Tab

Any "new" audits assigned for completion by the agency will be displayed.

Any "work in progress" audits will be displayed under "Saved Audit(s)" with the level of completion indicated.

CJIS Audit – Active Audits Tab – Preview Audit

Clicking the "Preview" icon…

CJIS Audit – Active Audits Tab – Preview Audit

…allows the administrator(s) to preview the audit questions.

A user can also right-click and print a copy of the questions.

CJIS Audit – Active Audits Tab – Start Audit

Clicking the "Start" icon…

CJIS Audit – Active Audits Tab – Start Audit

Kansas Highway Patrol

CJIS Audit

powered by
Peak Performance
Solutions

Audit User: WILLIAM AREHART   Audit Name: 2012 Full Access Data Quality Audit   Questions in Audit: 8

Audit Progress: | 0%   Answered: 0 of 8 questions

Audit Section: NCIC Wanted Person File

1   Does this agency make   NCIC wanted person entries?

○ Yes

○ No

Save and Continue »   Close and Finish Later   Skip Question
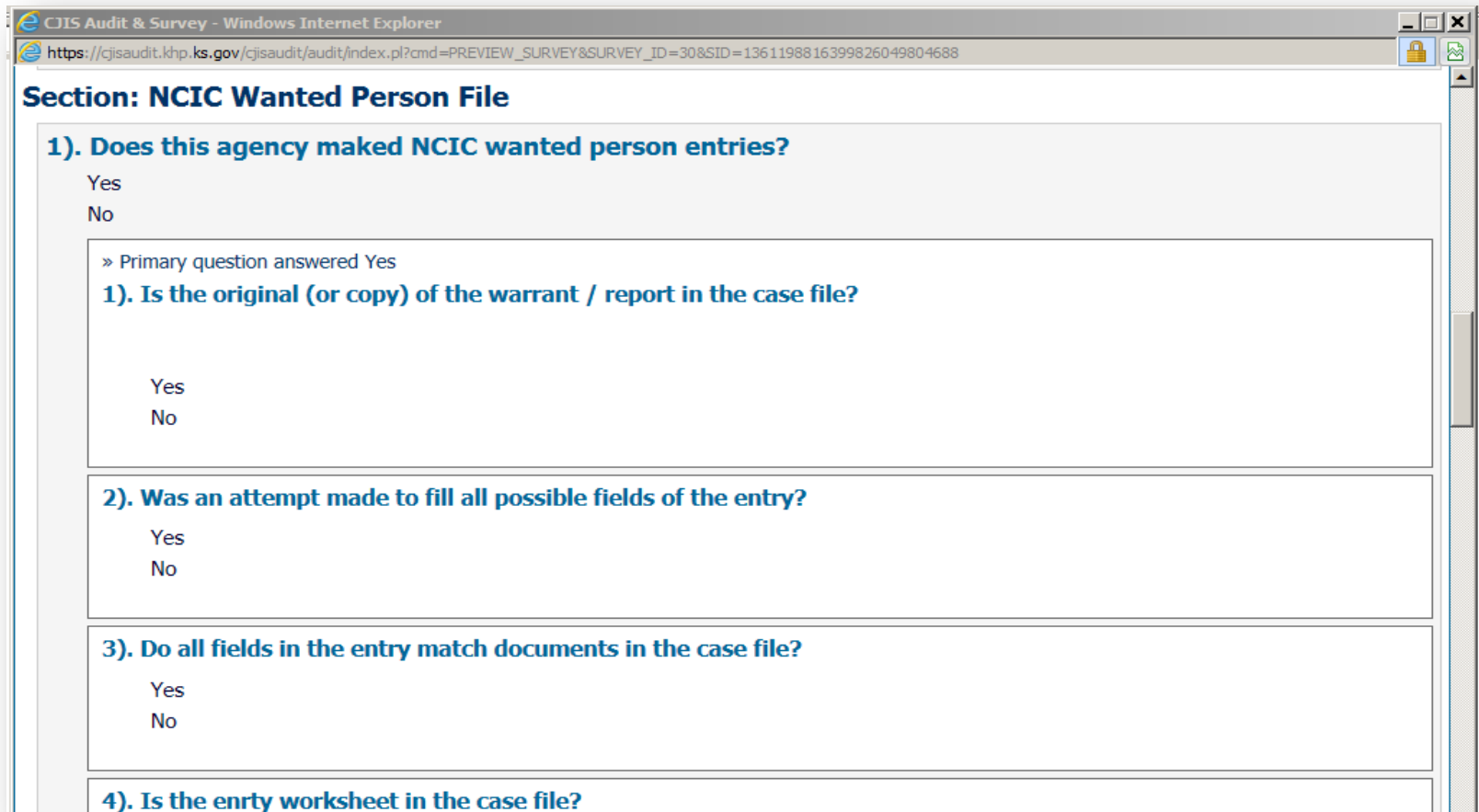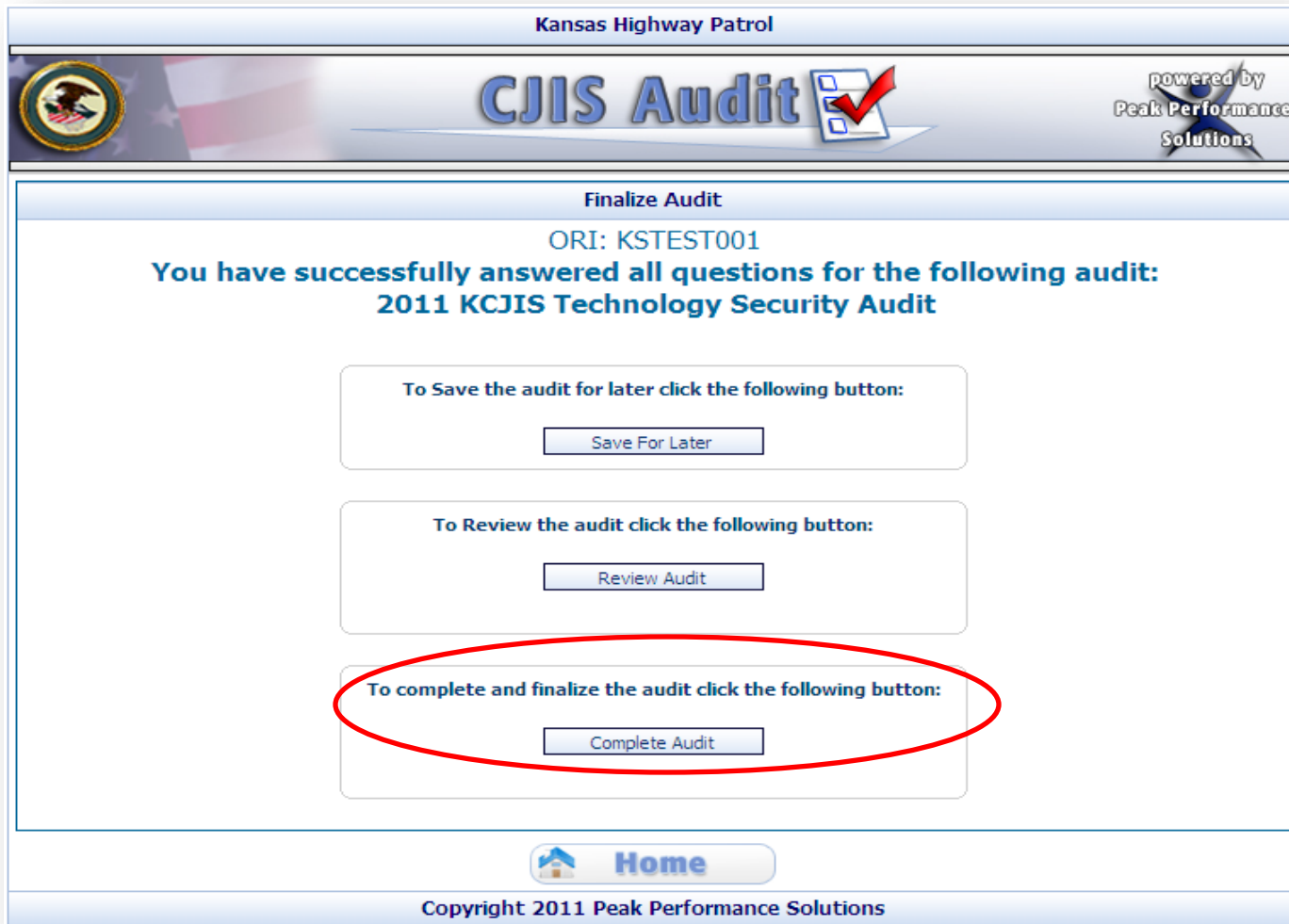
Home

Copyright 2011 Peak Performance Solutions

Save and Continue will save your answer to this question and take you to the next question.

CJIS Audit – Active Audits Tab – Start Audit

Close and Finish Later does not save that answer. It will "bookmark" where you left off so you will be returned to the same question when you re-visit the audit.

CJIS Audit – Active Audits Tab – Start Audit

Skip Question will skip that question and return to it later.

All questions must have an answer before submitting for review.

CJIS Audit – Active Audits Tab – Saved Audits

The progress of any audits for which "Close and Finish Later" was chosen will be displayed under "Saved Audit(s)".

CJIS Audit – Active Audits Tab – Finalize Audit

Save for Later saves your answers but does not yet submit your questionnaire to the KHP CJIS Unit.

CJIS Audit – Active Audits Tab – Finalize Audit

Review Audit allows you to review the audit and change any of your answers prior to submitting the questionnaire as "completed."

CJIS Audit – Active Audits Tab – Finalize Audit

Complete Audit submits the audit for KHP Auditor review.

CJIS Audit – Active Audits Tab – Pending Audits

The status of any "Completed" audits that are being reviewed by the KHP CJIS Unit can be found under "Pending Audits".

CJIS Audit – Active Audits Tab – Pending Audits

Following review by an auditor, a ***Response Required*** button will appear if compliance issues were found. Click this button to review the compliance issues and submit a response.

CJIS Audit – Active Audits Tab – Compliance Report

FULL ACCESS AUDIT QUESTIONNAIRE

Agency Information: KCJIS TEST AGENCY - (KSTEST001)

Submitted By: Test User - On: March 27, 2013

Out of Compliance Report with Agency Responses

Out of Compliance Report

THE KANSAS AUDIT PROGRAM IS CONDUCTED TO ASCERTAIN THE EXTENT TO WHICH KANSAS CRIMINAL JUSTICE AGENCIES COMPLY WITH FEDERAL AND STATE LAWS AND POLICIES REGARDING TH COLLECTION, STORAGE AND DISSEMINATION OF CRIMINAL HISTORY RECORD INFORMATION. THE AUDIT ALSO INSURES THAT AGENCIES ARE COMPLYING WITH GUIDELINES AND POLICIES SET BY THE INTERNATIONAL JUSTICE AND PUBLIC SAFETY INFORMATION SHARING NETWORK (NLETS), NATIONAL CRIME INFORMATION CENTER (NCIC), CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS) AND THE KANSAS CRIMINAL JUSTICE INFORMATION SYSTEM (KCJIS). THAE STEPS USED TO ASSESS THE AGENCY'S RELATED POLICIES AND PROCEDURES ARE A POLICY COMPLIANCE REVIEW AND A DATA QUALITY REVIEW. LISTED BELOW IS A DESCRIPTION OF EACH METHOD.

POLICY COMPLIANCE REVIEW: DURING THE LOCAL AGENCY AUDIT PROCESS, AN ADMINISTRATIVE INTERVIEW IS CONDUCTED WITH APPROPRIATE PERSONNEL, USUALLY THE TERMINAL AGENCY COORDINATOR (TAC). THE INTERVIEW IS A TOOL USED TO DETERMINE COMPLIANCE WITH NCIC/KCJIS POLICY REQUIREMENTS INCLUDING THOSE GOVERNING USE OF THE INTERSTATE IDENTIFICATION INDEX (III), VALIDATIONS, HIT CONFIRMATIONS AND SECURITY.

DATA QUALITY REVIEW: IN CONJUNCTION WITH THE INTERVIEW, AN ON-SITE DATA QUALITY REVIEW IS CONDUCTED. THIS ENTAILS A COMPARISON OF KCJIS RECORDS AGAINST AGENCY CASE FILES. THE ACCURACY, COMPLETENESS AND ENTRY/REMOVAL OF RECORDS ARE VERIFIED DURING THIS DATA QUALITY REVIEW. RECORDS CONTAINING INACCURATE OR INCOMPLETE DATA AND RECORDS THAT WERE REMOVED IN AN UNTIMELY MANNER ARE DOCUMENTED FOR EVALUATION AND APPROPRIATE ACTION BY THE LOCAL AGNECY AND/OR THE CJIS SYSTEMS AGENCY (CSA).

Item:	1
Section Name:	WANTED PERSON FILE
Question:	Does your agency enter NCIC records in the Wanted Person File?

↳ Out of Compliance Sub Question(s)

Item:	1.1
Section Name:	WANTED PERSON FILE
Question:	Prior to a warrant being issued, would your agency utilize the "ET" message key to enter a Temporary Felony Want record?
User Answer:	I have read and understand the following statement.

Any "Out-of-Compliance" issues noted by the auditor will be detailed for the agency's review/correction/response.

CJIS Audit – Active Audits Tab – Compliance Report

Out of Compliance Report with Agency Responses

Item:	1
Section Name:	Security Awareness Training
Question:	**Have all personnel with authorized KCJIS system access or access to Secure KCJIS facilities receive security awareness training within six months of employment or assignment and at least every two years thereafter?**
User Answer:	No
Out of Compliance Response:	KCJIS Policy and Procedure Manual -- Section E -- Training -- 6.00-6.30

6.00 Security Awareness Training

6.10 For all personnel with authorized KCJIS system access or access to Secure KCJIS facilities security awareness training shall be administered within six months of employment or assignment and at least every two years thereafter.

6.20 The employing agency's LASO shall be responsible for securing this training and associated record keeping.

6.30 Security awareness topics may vary based on the role and level of access of each individual. Refer to Appendix C (of the KCJIS Policy and Procedure Manual) for further details.

Agency Response: Edit

Click the "Edit" button to enter your agency's response to each individual compliance issue raised by the auditor.
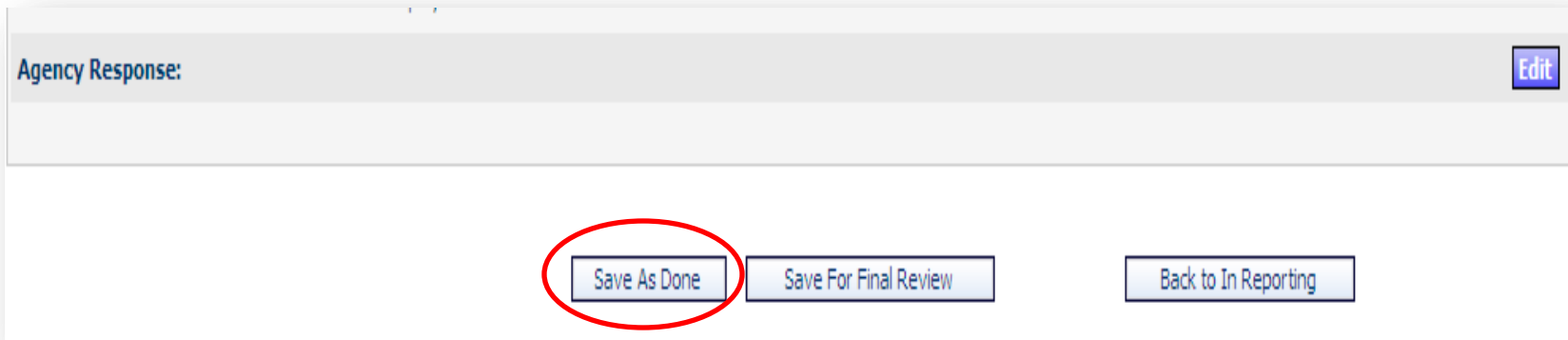
CJIS Audit – Active Audits Tab – Compliance Report

On the resulting page, type in your response to the specific issue and click "Save Response".

CJIS Audit – Active Audits Tab – Compliance Report
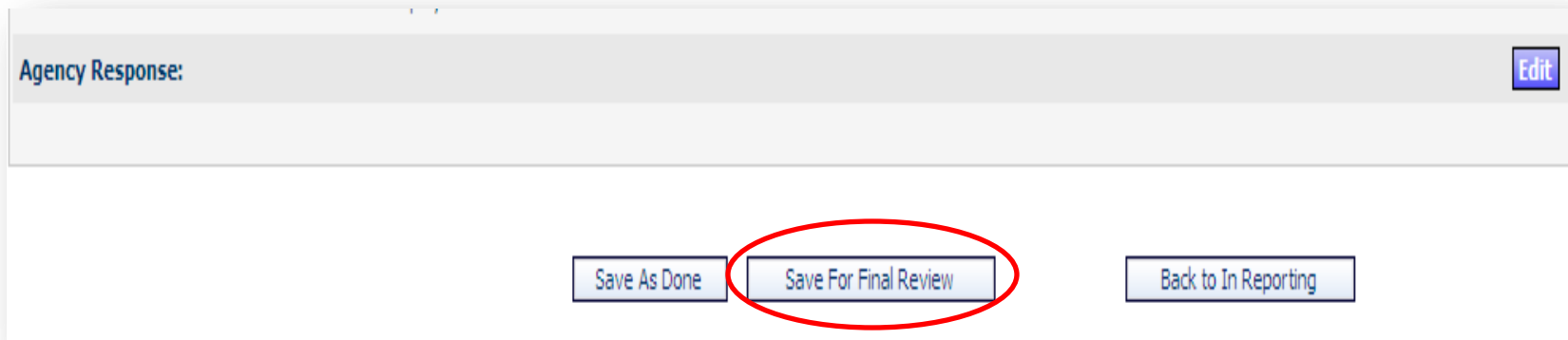
There are 3 options at the end of the Compliance Report:

Save As Done saves your Compliance Report response(s) but does not yet submit the results for final review.

CJIS Audit – Active Audits Tab – Compliance Report
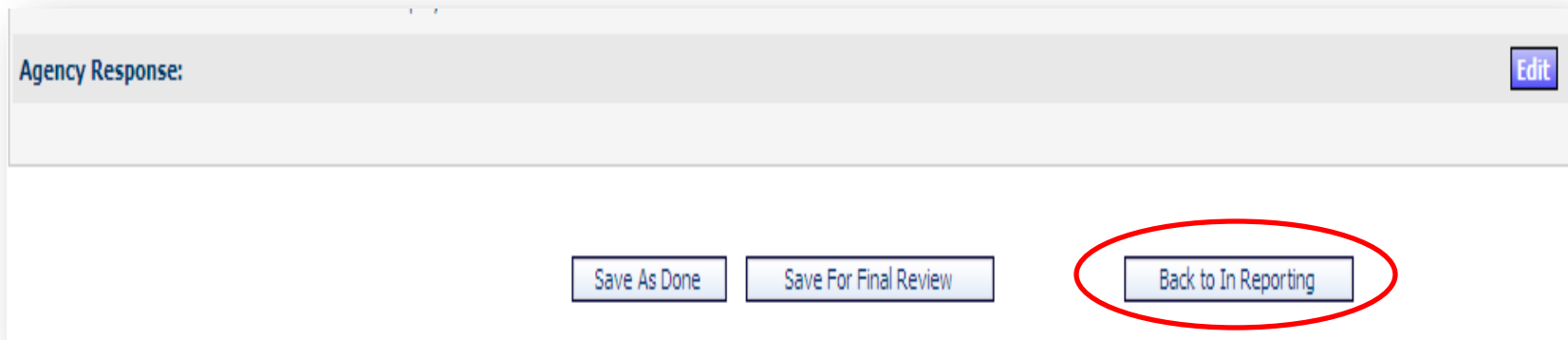
Save for Final Review saves your Compliance Report response(s) and will submit the results for final review by an auditor.

CJIS Audit – Active Audits Tab – Compliance Report
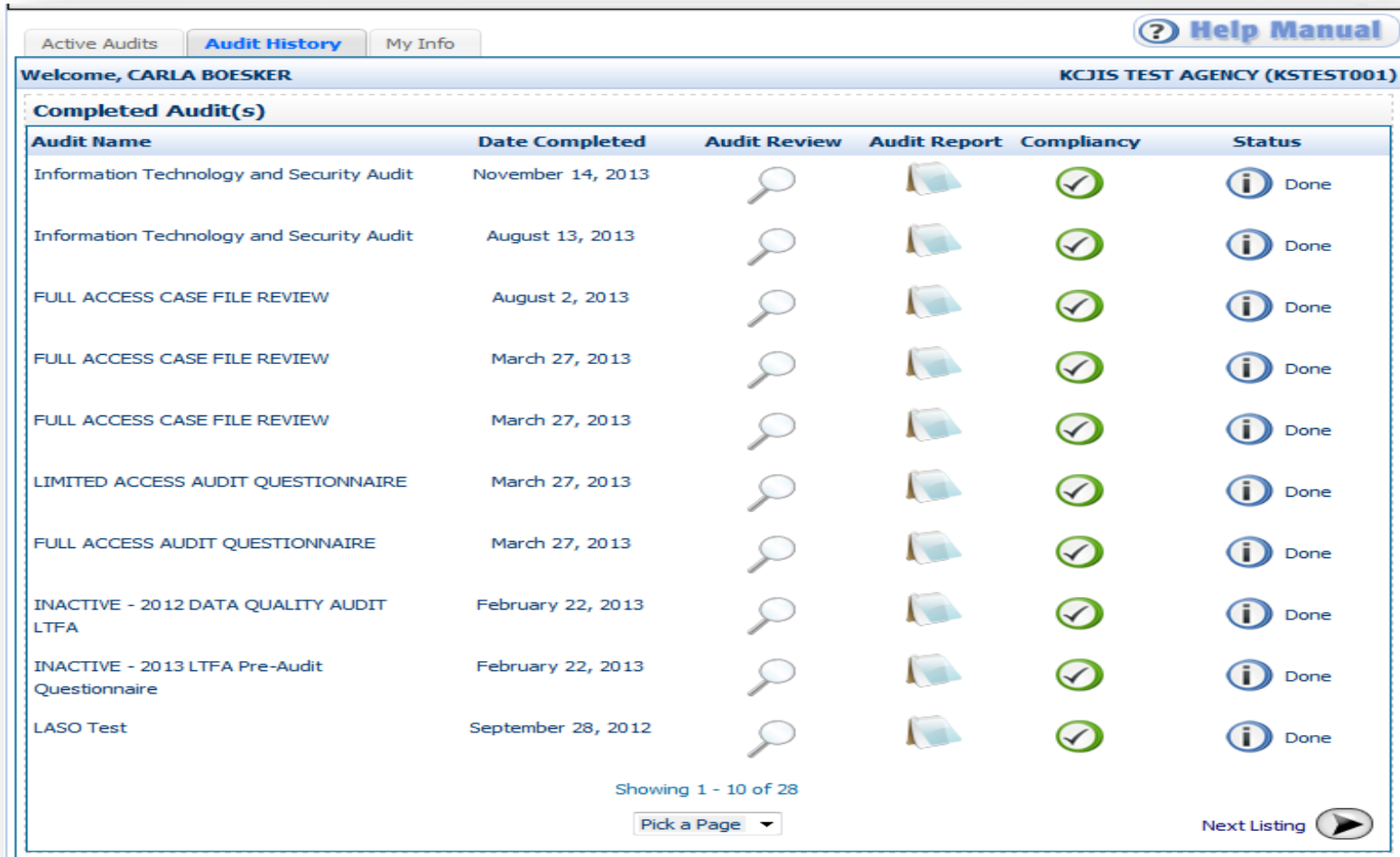
Back to In Reporting is reserved for the KHP CJIS Unit and is not to be utilized by the local agency TAC(s)/Administrator(s).

CJIS Audit – Audit History Tab

After final review and acceptance by the CJIS Unit auditor, the audit moves to the "Audit History" tab.

If you need assistance contact your local trainer/auditor or if he/she is not available contact anyone in the CJIS unit.

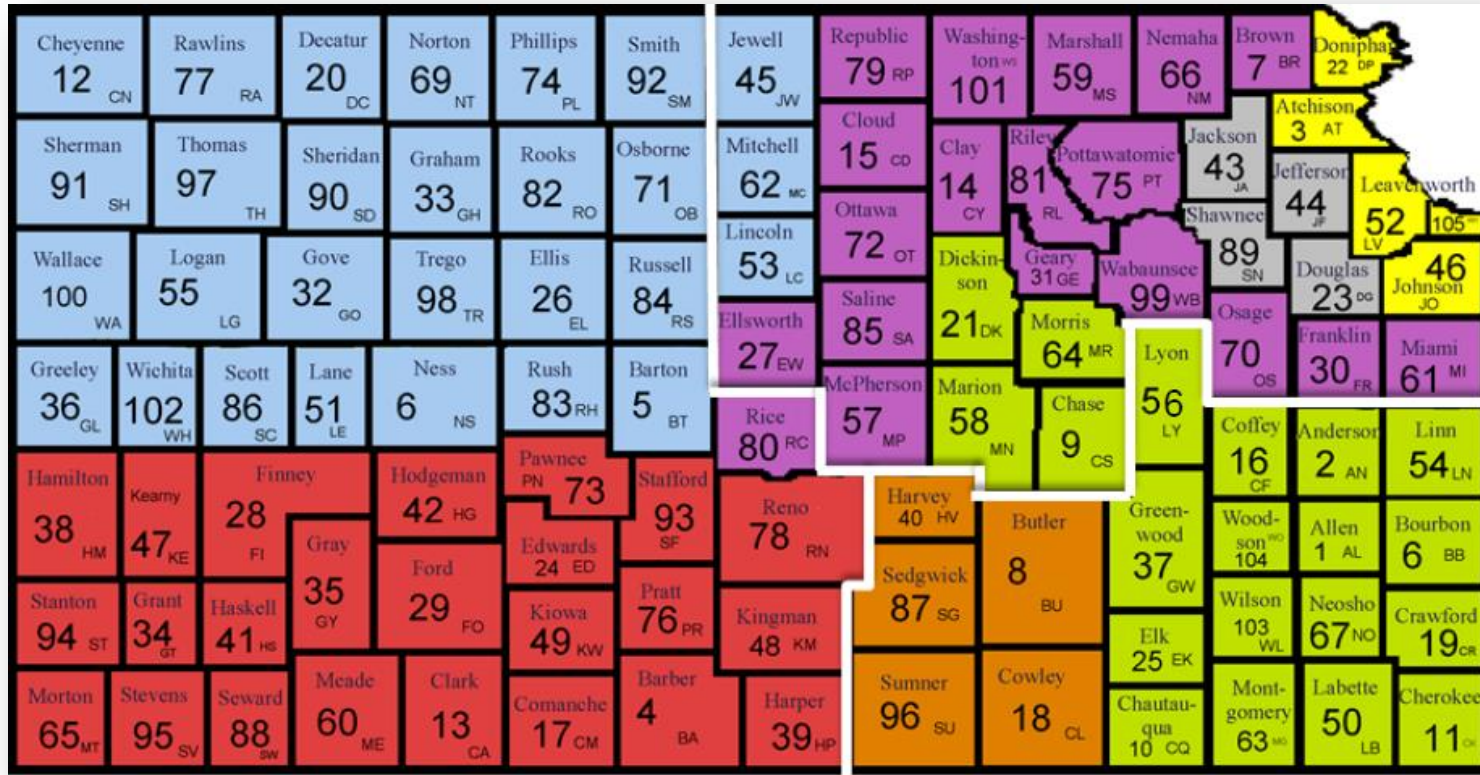For contact information click on "CJIS TRAINING". Then click on...
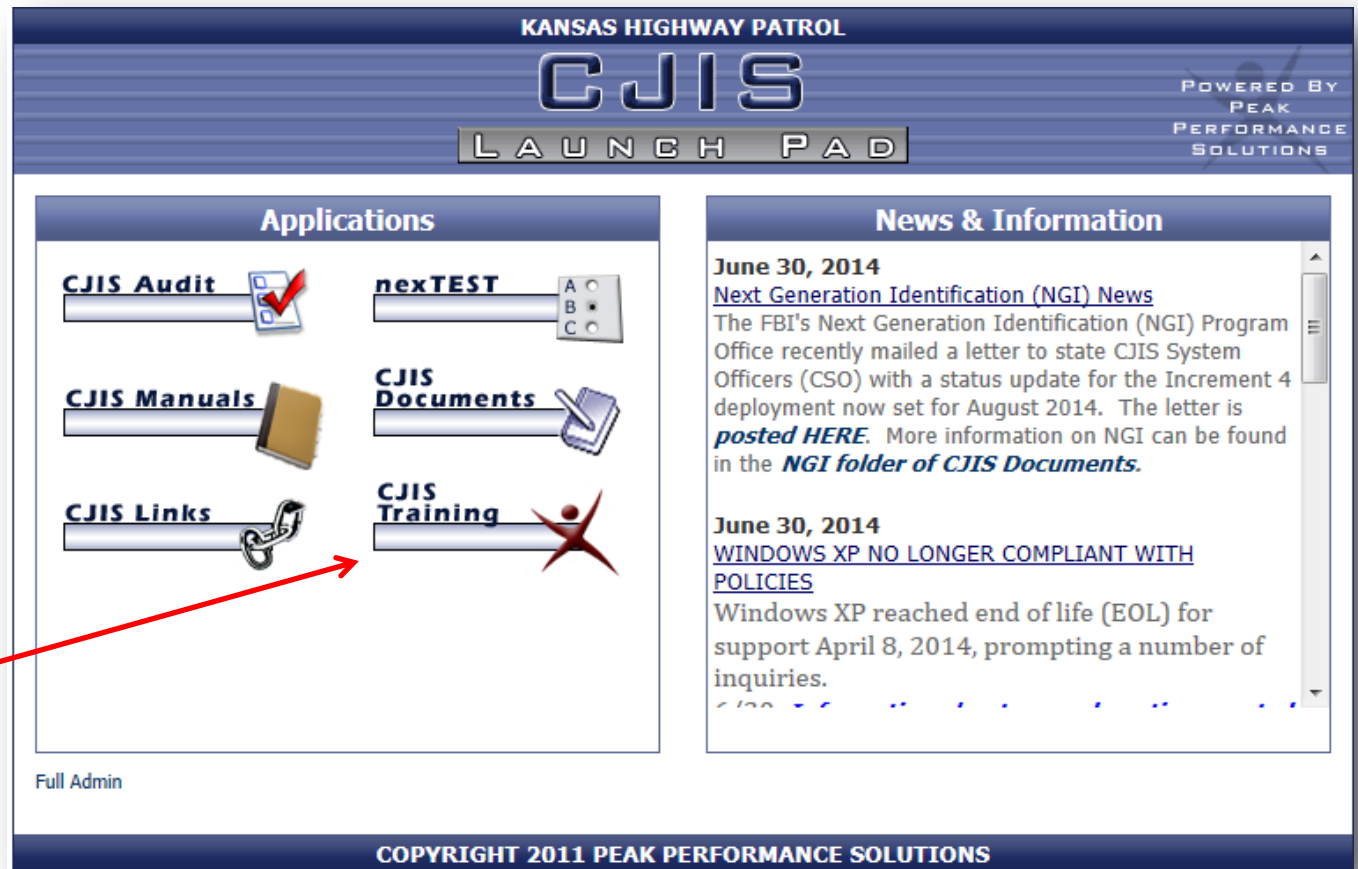
KHP CJIS Unit Data Quality Auditors/NCIC Trainers

Gary Stephen

Mandy Walker

Amy Johnson

Carla Boesker

Sandy Surber

Brenda Forrester

Kim Hill

On the map posted on the CJIS launch Pad, you may simply click on your county to access contact information for both the assigned Data Quality and the Technical Security auditors for your agency/area.

KANSAS HIGHWAY PATROL

CJIS UNIT

TRAINING AND AUDIT

2016